Board of Education Regular Meeting
Monday, August 12, 2024 7:00 PM
Media Center at the Palmyra District OR-1 Public Schools
425 F Street
Palmyra, NE 68418

1. Call to Order and Pledge of Allegiance
2. Announcement of the Open Meetings Act Posting
3. Staff and Student Presentations
4. Consent Agenda
   - 4.1. Approval of Board Agenda
   - 4.2. Approval of minutes of previous meetings
   - 4.3. Approval of Claims/Payment of Bills and Payroll
   - 4.4. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
   - 4.5. Financial Report
5. Public Comment
6. Administrative Reports
   - 6.1. Superintendent's Report
     - 6.1.1. Legislative Update from Special Session
   - 6.2. Administrative Team Report
7. Discussion Items- Committee Reports
   - 7.1. Strategic Planning Update
   - 7.2. Budget Committee Meeting
   - 7.3. Discuss action to adopt a resolution increasing the school district's base growth percentage used to determine the school district's property tax request authority by up to 6%.
8. Policy Review
   - 8.1. Option Enrollment Policy #5006
9. Action Items
   - 9.1. Presentation, discussion, and or official action to approve the **2024-2025** Certified Staff Handbook
   - 9.2. Presentation, discussion, and or official action to approve the **2024-2025** Classified Staff Handbook.
   - 9.3. Presentation, discussion, and or official action to approve the District Safe Return to School Plan
   - 9.4. Discuss, consider and take action to rescind Board Policy 6310 (Textbook Loans)
   - 9.5. Discuss, consider, and take action on the update of the Option Enrollment Appendix for the **2024-2025** school year.
   - 9.6. Presentation, discussion, and or official action appointing the Superintendent as the official representative responsible for State and Federal forms and applications for the **2024-2025** school year.
   - 9.7. Presentation, discussion, and or official action to approve the updated food prices for the **2024-2025** school year.
10. Board of Education Development

11. Closed Session
12. Topics for Next Month's Agenda
13. Next Regular Meeting
14. Adjournment

_____
Chairperson

_____
Superintendent

BIC

District OR-1 Schools
Project Summary as of 7-11-2024

Bennet Elementary School

Progress to Date:

- West addition final cleaning & paint touch up.
- West addition sidewalk being installed.
- East addition MEP rough in completed
- Kitchen equipment arrival.
- Existing gym concrete poured

Upcoming Activities:

- Commons ceiling grid & HVAC & electrical fixture.
- Kitchen equipment installation & start up
- East addition flooring
- East addition finish casework
- Existing gym finish painting
- Existing gym floor installation pending cure on concrete
- Sod playground

Pay Application Approval

Palmyra Jr./Sr. High School

Progress to Date:

- Commons area flooring started
- Commons area wall tile installed
- 1st floor classroom carpeted, markerboards, casework installed
- 1st floor interior doors installed
- 2nd floor tile stating installation.
- CTE light fixtures & painting completed
- New music rooms drywall completed & ceiling painted
- New entry concrete footings & walls completed
- Most of elevator deliveried

Upcoming Activities:

- Finish commons area ceiling & flooring
- New entry exterior concrete to be completed
- Ceiling pads & final clean 1st floor classrooms
- Begin elevator installation pending missing components.
- Flooring & ceilings completed in office area.
- CTE final clean & overhead door installation.
- New music rooms paint walls, install flooring, MEP fixtures.
- 2nd floor classrooms install ACT grid.
- 2nd floor finish tile installation.
- 2nd floor casework begin installation.

Pay Application Approval

Board of Education Regular Meeting
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District Mission:
"Together we prepare our students to successfully meet the challenges of the future."

Strategic Goal 1: District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

Strategic Goal 2: District OR-1 Public Schools will foster a unified community.

Strategic Goal 3: District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 7:01 PM.

Dean Busch:	Present
Jaimi Calfee:	Present
Tim Cheney:	Present
Brandon Desh:	Present
Dee Moore:	Present
Josh Penterman:	Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - https://www.districtor1.org/

1. Call to Order and Pledge of Allegiance

- Board President Desh called the meeting to order at **7:00 p.m.**
- Board President Desh led the board members and patrons in attendance at the meeting in the Pledge of Allegiance.

2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.
    - ***Please note:*** *An updated copy of the Open Meetings Act poster will be distributed to public entities for public distribution sometime during the summer of 2024.*
    - *Until the posters arrive, the attached document will be displayed in the meeting room to accommodate the current changes.*
    - ***The changes are reflected in the currently posted materials:*** **revised April 2024.**

3. Staff and Student Presentations

- During the month of July, no staff or student presentations were scheduled.
- These staff and student presentations will start again at the beginning of the **2024-2025** school year.

4. Consent Agenda Motion to approve the consent agenda as presented. This motion, made by Dee Moore and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

4.1. Approval of Board Agenda

4.2. Approval of minutes of previous meetings

4.3. Approval of Claims/Payment of Bills and Payroll

4.4. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)

4.5. Financial Report

5. Public Comment

- Public comment was provided by Susan Royal of Palmyra, Nebraska.
- Public comment was provided by Jan Svoboda of Bennet, Nebraska.

6. Administrative Reports

6.1. Superintendent's Report
Superintendent Hart Provided Information on the following topics:

- **"Community Unity" Update:**
    - **PHS Commons Area** - We are looking to complete final design plans for the "Community Unity" section of the PHS commons area.
    - **Plaque Dedication at the Olson Complex:** We are planning to dedicate the Cpl. Robert Kempkes plaque at the Olson Complex sometime during a home game during this upcoming football season.
        - Additional details will be communicated in the coming weeks.

- **Time Capsule Discussion:** The current time capsule that we uncovered will be placed in the "Community Unity" section of the PHS commons for display.
- **PHS Trophy Case Idea:** A picture of a proposed trophy area located under the stairs in the PHS commons is attached to this agenda item.
- **"Community Unity" Panels:** These panels (discussed throughout many earlier meetings) will be on display in the PHS commons area after final designs are completed and work is completed.
- **PHS Tree Recognition Proposal:** The tree located on the north side of the high school near the food service driveway will be provided with a memorial plaque sometime in the fall.

- **Mental Health Grant:**
  - Staff and student resources were discussed, and action planning continues as our staff maximizes the resources our district has been granted to support staff and student mental health.
- **Gym Floor Refinishing:**
  - The gym floors at the high school were refinished in June 2024.
- **Olson Complex Grooming Report:**
  - June 2024. Please see the attached document.
- **Community Building Expansion "Open Houses"**
  - We will try and schedule these public events for sometime in late August or early September depending on substantial completion of the expansion projects.
  - Information about these public events will be communicated via our website and social media channels.
- **Personnel Update:**
  - **Bus Drivers** - We are still in need of additional drivers for the upcoming school year.
  - **Food Service -** We are still in need of additional personnel in this area for the upcoming school year.
  - **Classified Staff -** We are in the process of finalizing all positions in this area for the upcoming school year.
  - **Certified Staff:** All current positions have been filled.
- **Community Child Care Meeting Information:**
  - A community input meeting regarding potential opportunities and options for local child care will be held on **Monday, July 29th, from 5-7 p.m. at the American Legion building located at 970 Monroe Street in Bennet, Nebraska**.
  - More information will be posted on our social media channels and district website in the coming weeks. All community members are encouraged to attend.
- **District "Branding" Discussion**
  - A Strategic Planning Committee meeting will be scheduled in the next couple of months to discuss this topic in further detail.
- **Policy Update and Review:**
  - A summary of required legislative policies and updates were shared by Superintendent Hart.
- **Staff and Student Kudos: Topics included:**
  - **Alexis Calfee Blood Drive** - This year the blood drive had a record number of units donated.

    - Current and Former Student Accomplishments
    - Summer activities
    - Construction progress and support from staff
- **2022 Bond:**
    - The 3rd Issuance of the 2022 General Obligation Bond was issued on **June 26th, 2024.**
- **Public Comment Update Information:**
    - Superintendent Hart highlighted upcoming changes and recommendations to our public comment policies. This item was also an action item later in the meeting.
- **District Communication Audit**
    - Superintendent Hart summarized information from the Alumni, Parent and Staff Surveys distributed earlier in the year.
    - A student survey for grades 4-12 is planned for this fall.
- **2024-2025 Budget Planning:**
    - Superintendent Hart addressed questions about the monthly financial reports.
    - A Budget Committee meeting is scheduled for **Wednesday, July 17th, 2024** to discuss the **2024-2025** projected district budget in more detail.
- **Student Handbook Updates**
    - **Elementary School:**
        - This document is up for approval this month. *This item was tabled last month.*
    - **Palmyra Junior/ Senior High School:**
        - This document is up for approval this month.
- **Staff Handbook Update**
    - Certified Staff:
    - Classified Staff:
        - These documents will be on the board agenda for approval in August 2024.
- **Building Level Summer Projects Update:**
    - Superintendent Hart highlighted the variety of tasks that need to be completed prior to the start of the upcoming school year.
- **Other items as needed**

6.1.1. Highway #2 Palmyra Area R-Cut Project Update

- **Initial Project in Hand** (PIH) planning is tentatively scheduled for **August 2024**. The PIH is where Nebraska Department of Transportation (NDOT) staff and the Design Consultant meet on location to review project design plans.
    - Public Involvement is tentatively planned for **December 2024**. This event will likely be an "open-house" format in Palmyra.
    - More information about this open house event will be communicated through our school district channels as it becomes available.

6.1.2. Parent, Patron, and Alumni Survey Feedback and Discussion

- Superintendent Hart summarized the results of these recent surveys and provided action steps in response to collected feedback.

6.1.3. Enrollment Option Policy #5006 Update Discussion

- Discussion included reviewing the recommendations for change contained in the attached document.
- In accordance with recent legislation, **effective July 19, 2024**, a student may "option" **once during elementary school, once during middle school, and once during high school** for a total of **three times**.

6.2. Administrative Team Report

- No administrative reports were presented during July.

7. Discussion Items- Committee Reports

7.1. Budget Committee

- The Budget Committee meeting originally scheduled for Thursday, July 11th **was changed to Wednesday, July 17th at 9:00 a.m.** at Palmyra High School.
    - A summary of this meeting will be shared at the **Monday, August 12th** regular board meeting.

8. Policy Review

- Superintendent Hart summarized the attached required policy additions or updates dictated by recent legislative action.
    - Consideration for approval of these policies is also listed as an action item later in the meeting.

8.1. Policy #8346 Updated Procedures for Public Comment

9. Action Items

9.1. Presentation, discussion, and or official action to approve the **2024-2025** High School Student Handbook. Motion to Approve the 2024-2025 High School School Handbook. This motion, made by Dee Moore and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.2. Presentation, discussion, and or official action to approve the **2024-2025** Bennet Elementary Student Handbook. Motion to Approve the 2024-2025 Bennet Elementary Student Handbook. This motion, made by Dean Busch and seconded by Tim Cheney, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.3. Presentation, discussion, and or official action to approve the recent required legislative policies. Motion to approve the recent Legislative required polices and updates. This motion, made by Dee Moore and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.4. Presentation, discussion, and or official action to approve an updated change to the **2024-2025** School District Calendar. Motion to approve the updated changes to the 2024-2025 school calendar. This motion, made by Jaimi Calfee and seconded by Dean Busch, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion as this was discussed earlier in the meeting.

9.5. Presentation, discussion, and or official action to approve **Policy #5416** Student Fees and Appendix Motion to approve the recommended student fees for the 2024-2025 school year. This motion, made by Tim Cheney and seconded by Dee Moore, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.6. Presentation, discussion and or official action to reaffirm Board of Education Policy Review Parental and Family Engagement **Policy # 6400** Motion to reaffirm Parental Involvement Policy #6400. This motion, made by Dee Moore and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.7. Presentation, discussion, and or official action to approve the update to Policy #8346 Updated Procedures for Public Comment Motion to approve as discussed. This motion, made by Dean Busch and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.8. Presentation, discussion and or official action to approve the updates to Enrollment Option Policy #5006. Motion to approve as discussed. This motion, made by Dee Moore and seconded by Tim Cheney, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.
    - A review of the Appendix to Policy #5006 will be discussed at the **Monday, August 12th, 2024** regular Board of Education meeting.

10. Board of Education Development

- Board President Desh summarized the results of the Board self-assessment that was completed by board members during the month of June.

10.1. Board Self Assessment Summary

11. Closed Session

- No closed session occurred during the meeting.

11.1. Convene Closed Session

- No closed session occurred during the meeting.

11.2. Reconvene Meeting from Closed Session

- No closed session occurred at the meeting.

11.3. Approval of any action deemed necessary as a result of the closed session

- No closed session occurred during the meeting.

12. Topics for Next Month's Agenda

- The next Regular Board of Education Meeting will be **Monday, August 12th, 2024, beginning at 7:00 p.m.** at Palmyra High School in the media center.
- The next Special (CMAR) Board of Education Meeting will be **Monday, August 12th, 2024, beginning at 6:30 p.m.** at Palmyra High School in the media center.

13. Adjournment

- The meeting was adjourned at **8:52 p.m.**

_____
Chairperson

_____
Superintendent

Public Hearing on Policy # 5416 Student Fees
Thursday, July 11, 2024 6:50 PM
Media Center at the Palmyra District OR-1 Public Schools
425 F Street
Palmyra, NE 68418

District Mission:
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Strategic Goal 2: District OR-1 Public Schools will foster a unified community.

Strategic Goal 3: District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 6:52 PM.

Dean Busch:	Present
Jaimi Calfee:	Present
Tim Cheney:	Present
Brandon Desh:	Present
Dee Moore:	Present
Josh Penterman:	Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - https://www.districtor1.org/

1. Call to Order

- Board President Desh called the meeting to order at **6:52 p.m.**

2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.
    - ***Please note:*** *An updated copy of the Open Meetings Act poster will be distributed to public entities for public distribution sometime during the summer of 2024.*
    - *Until the posters arrive, the attached document will be displayed in the meeting room to accommodate the current changes.*
    - ***The changes are reflected in the currently posted materials:*** **revised April 2024.**

3. Open Public Hearing on Student Fees Policy #5416 Motion to Open Hearing on Student Fees: Policy #5416 Passed with a motion by Jaimi Calfee and a second by Dee Moore.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- Board President Desh opened the public hearing at **6:53 p.m.**

4. In compliance with the provisions of State Statute Section 79-2,133, 134 the Board of Education provides this time for the purpose of hearing support, opposition, criticism, suggestions, or observations regarding Student Fees Policy**: #5416.**

- No public comment was received during the hearing.

5. Close Public Hearing on Student Fees Policy #5416 Motion to close public hearing on Student Fees Policy # 5416 Passed with a motion by Dee Moore and a second by Josh Penterman.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- The hearing was closed at **6:55 p.m.**

6. Adjournment

- The meeting was adjourned at **6:55 p.m.**

_____
Chairperson

_____
Superintendent

Public Hearing on Parental Involvement Policy # 6400
Thursday, July 11, 2024 6:55 PM
Media Center at the Palmyra District OR-1 Public Schools
425 F Street
Palmyra, NE 68418

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Strategic Goal 2: District OR-1 Public Schools will foster a unified community.

Strategic Goal 3: District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 6:56 PM.

Dean Busch:	Present
Jaimi Calfee:	Present
Tim Cheney:	Present
Brandon Desh:	Present
Dee Moore:	Present
Josh Penterman:	Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - https://www.districtor1.org/

1. Call to Order

- Board President Desh opened the hearing immediately after the conclusion of the Student Fees Public Hearing.

2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.
    - ***Please note:*** *An updated copy of the Open Meetings Act poster will be distributed to public entities for public distribution sometime during the summer of 2024.*
    - *Until the posters arrive, the attached document will be displayed in the meeting room to accommodate the current changes.*
    - ***The changes are reflected in the currently posted materials:*** **revised April 2024.**

3. Open Public Hearing on Parental Involvement Policy #6400 Motion to Open Hearing. Passed with a motion by Tim Cheney and a second by Dean Busch.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- The public hearing was opened at **6:56 p.m.**

4. In compliance with the provisions of State Statute Section 79-2,531 79-532, 79-533, the Board of Education provides this time for the purpose of hearing support, opposition, criticism, suggestions or observations regarding **Policy #6400** Parental / Community Involvement in Schools.

- No public comment was taken during the Parental Involvment Policy #6400 hearing.

5. Close Public Hearing on Parental/ Community Involvement in Schools: Policy #6400 Motion to close the public hearing on Policy #6400 Parental Involvement in Schools. Passed with a motion by Josh Penterman and a second by Dee Moore.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- The hearing was closed at **6:57p.m.**

6. Adjournment

- The meeting was adjourned at **6:57 p.m.**

_____
Chairperson

_____
Superintendent

Board of Education Special (CMAR) Meeting
Thursday, July 11, 2024 6:30 PM
Media Center at the Palmyra District OR-1 Public Schools
425 F Street
Palmyra, NE 68418

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Attendance Taken at 6:35 PM.

Dean Busch:	Present
Jaimi Calfee:	Present
Tim Cheney:	Present
Brandon Desh:	Present
Dee Moore:	Present
Josh Penterman:	Absent

Attendance Update Taken at 6:40 PM.

Josh Penterman:	Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - https://www.districtor1.org/

1. Call to Order

- Board President Desh called the CMAR special meeting to order at **6:30 p.m.**

2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.
    - ***Please note:*** *An updated copy of the Open Meetings Act poster will be distributed to public entities for public distribution sometime during the summer of 2024.*
    - *Until the posters arrive, the attached document will be displayed in the meeting room to accommodate the current changes.*
    - ***The changes are reflected in the currently posted materials:*** **revised April 2024.**

3. Construction Manager Progress Report

- A representative from BIC Construction provided a summary update regarding the current construction progress at both buildings.
- The document presented at the meeting is now attached to this agenda item for reference.

4. Action Items

4.1. Presentation, discussion, and or official action concerning the construction projects at Bennet Elementary and Palmyra Junior/Senior High School, including change orders, construction change directives, payment applications from contractors, and reports, information, and other recommendations by the Project Architect and Owner's Representative (CMAR). Motion to approve the attached construction claims as presented. Passed with a motion by Dean Busch and a second by Tim Cheney.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- Board President Desh highlighted the fact that the regular monthly CMAR bills (Pay Apps, etc.) were attached individually and a summary of additional bills was contained in the summary document.
- Out of an abundance of caution, it is noted that Board President Desh abstained from voting on the current Benesch expenditure.

5. Closed Session

- No closed session occurred during this meeting.

6. Next Regular Meeting

- The next regular board meeting will be **Thursday, July, 11th, 2024, beginning at 7:00 p.m**. at Palmyra High School in the media center.
- The next CMAR special board meeting will be **Monday, August 12th, 2024, beginning at 6:30 p.m.** at Palmyra High School in the media center.

7. Adjournment

- The meeting was adjourned at **6:52 p.m.**

_____

Chairperson

_____

Superintendent

PO Number	Invoice Number	Vendor Name		Invoice Date		Amount
Account Number		Detail Description	Amount	Cost Center ID	Cost Center Description	
Checking Account ID		Fund Number				
	37095880	Access Systems Leasing		08/12/2024		2,521.68
01 1100 440 001		HS Copier Lease	1,260.84			
01 1100 440 003		Elem Copier Lease	1,260.84			
Total	Access Systems Leasing		2,521.68			
	1DJ1-R1NG-DW16	AMAZON CAPITAL SERVICES		08/12/2024		49.00
01 1100 650 003		Elem Technology Supplies	49.00			
	1W1L-1HHJ-DH1W	AMAZON CAPITAL SERVICES		08/12/2024		1,017.36
01 1100 650 003		Elem Technology Supplies	245.00			
01 1100 650 001		HS Technology Supplies	245.00			
01 1100 640 001		HS Textbooks	157.66			
01 1100 650 003		Elem Technology Supplies	35.88			
01 1100 650 001		HS Technology Supplies	35.88			
01 1100 650 001		HS Technology Supplies	49.97			
01 1100 650 003		Elem Technology Supplies	49.97			
01 1100 650 003		Elem Technology Supplies	198.00			
Total	AMAZON CAPITAL SERVICES		1,066.36			
	993769	BLUUM OF TEXAS, LLC		08/12/2024		20,000.00
01 1100 650 001		HS Technology Supplies	10,000.00			
01 1100 650 003		Elem Technology Supplies	10,000.00			
	993780	BLUUM OF TEXAS, LLC		08/12/2024		1,165.50
01 1100 650 003		Elem Technology Supplies	582.75			
01 1100 650 001		HS Technology Supplies	582.75			
	997102	BLUUM OF TEXAS, LLC		08/12/2024		540.00
01 1100 650 001		HS Technology Supplies	270.00			
01 1100 650 003		Elem Technology Supplies	270.00			
Total	BLUUM OF TEXAS, LLC		21,705.50			
	DN046 - 7242024	CASEY'S BUSINESS MASTERCARD		08/12/2024		637.76
01 2650 626 000		Vehicle Gasoline	637.76			
Total	CASEY'S BUSINESS MASTERCARD		637.76			
	1658969 - JOHNSON, H	Comfort Inn		08/12/2024		1,214.55
01 2410 580 001		HS Principal Travel Expenses	404.85			
01 2410 580 003		Elem Principal Travel Expenses	269.90			
01 2490 580 000		ADMIN STUDENT SERV TRAVEL EXPENSES	269.90			
01 2320 580 000		Superintendent Travel	269.90			
Total	Comfort Inn		1,214.55			
	07252024 DOT EX CF	COMPLETE CHIROPRACTIC & WELLNESS CENTER		08/12/2024		80.00
01 2710 890 000		Bus Misc. Expenses	80.00			
	07252024 DOT EX GS	COMPLETE CHIROPRACTIC & WELLNESS CENTER		08/12/2024		80.00
01 2710 890 000		Bus Misc. Expenses	80.00			
Total	COMPLETE CHIROPRACTIC & WELLNESS CENTER		160.00			
	1436582	DAS State ACCTG-Central Finance		08/12/2024		267.63
01 2224 530 000		Internet Service	267.63			

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Amount	Invoice Date / Cost Center ID	Cost Center Description	Amount
Total	DAS State ACCTG-Central Finance		267.63			
	00215DQ	DIVERSIFIED DRUG TESTING LLC		08/12/2024		208.00
01 2710 890 000		Bus Misc. Expenses	208.00			
Total	DIVERSIFIED DRUG TESTING LLC		208.00			
	20664	EDUCATIONAL SERVICE UNIT #6		08/12/2024		599.78
01 2224 530 000		Internet Service	599.78			
Total	EDUCATIONAL SERVICE UNIT #6		599.78			
	383133	EGAN SUPPLY CO		08/12/2024		1,142.64
01 2610 610 001		HS Custodian Supplies	1,142.64			
Total	EGAN SUPPLY CO		1,142.64			
	7001398002	EMC INSURANCE COMPANIES		08/12/2024		3,223.00
01 2310 270 000		Workers Compensation	402.80			
01 2310 520 000		BOE Insurance	60.65			
01 2610 520 001		HS Building Insurance	539.08			
01 2610 520 003		Elem Building Insurance	539.08			
01 2710 520 000		Bus Insurance	418.47			
01 2310 520 000		BOE Insurance	1,029.78			
01 2310 520 000		BOE Insurance	42.82			
01 2310 520 000		BOE Insurance	10.51			
01 2310 520 000		BOE Insurance	77.51			
01 2310 520 000		BOE Insurance	97.30			
01 2310 520 000		BOE Insurance	5.00			
Total	EMC INSURANCE COMPANIES		3,223.00			
	AUGUST2024 CCBILL GE	FIRST STATE BANK - VISA CREDIT CARD		08/05/2024		195.28
01 2320 610 000		SUPERINTENDENT OFFICE SUPPLIES	1.00			
01 2320 580 000		Superintendent Travel	40.96			
01 2320 580 000		Superintendent Travel	86.36			
01 2650 890 000		Other Vehicle Expenses	13.00			
01 2320 890 000		Superintendent Misc. Expenses	53.96			
Total	FIRST STATE BANK - VISA CREDIT CARD		195.28			
	40508	FORTICALL		08/12/2024		1.45
01 2510 382 001		HS Telephone	0.73			
01 2510 382 003		Elem Telephone	0.72			
Total	FORTICALL		1.45			
	072024 ADMIN DAYS	Haag, Jared		08/12/2024		88.57
01 2410 580 003		Elem Principal Travel Expenses	45.69			
01 2410 580 003		Elem Principal Travel Expenses	10.99			
01 2410 580 003		Elem Principal Travel Expenses	15.25			
01 2410 580 003		Elem Principal Travel Expenses	16.64			
Total	Haag, Jared		88.57			
	DO824	JETSPLASH		08/12/2024		500.00
01 2650 890 000		Other Vehicle Expenses	500.00			
Total	JETSPLASH		500.00			

PO Number	Invoice Number	Vendor Name		Invoice Date		Amount
Account Number		Detail Description	Amount	Cost Center	Cost Center Description	
			500.00	ID		
	072024 ADMIN DAYS	JOHNSON, HEATH		08/12/2024		55.32
01 2410 580 001		HS Principal Travel Expenses	25.00			
01 2410 580 001		HS Principal Travel Expenses	10.99			
01 2410 580 001		HS Principal Travel Expenses	19.33			
Total	JOHNSON, HEATH		55.32			
	10540634	JourneyEd.com, Inc.		08/12/2024		625.00
01 1100 643 000		WEB/CLOUD BASED SOFTWARE	625.00			
Total	JourneyEd.com, Inc.		625.00			
	3793	JUNG ELECTRIC SERVICE		08/12/2024		170.00
01 2630 431 001		CARE & UPKEEP OF FB FIELD	170.00			
Total	JUNG ELECTRIC SERVICE		170.00			
	231998 -	k12 ITC, Inc.		08/12/2024		2,000.00
01 3552 610 000		SCHOOL SAFETY AND SECURITY ACT	2,000.00			
Total	k12 ITC, Inc.		2,000.00			
	INV836332	KURITA AMERICA INC		08/12/2024		462.38
01 2610 431 003		Elem Upkeep of Building	462.38			
Total	KURITA AMERICA INC		462.38			
	113257	LAWN ONE LLC		08/12/2024		381.00
01 2630 431 001		CARE & UPKEEP OF FB FIELD	381.00			
	113300	LAWN ONE LLC		08/12/2024		324.00
01 2630 431 001		CARE & UPKEEP OF FB FIELD	324.00			
	113301	LAWN ONE LLC		08/12/2024		351.00
01 2630 431 001		CARE & UPKEEP OF FB FIELD	351.00			
	113789	LAWN ONE LLC		08/12/2024		381.00
01 2630 431 001		CARE & UPKEEP OF FB FIELD	381.00			
Total	LAWN ONE LLC		1,437.00			
	0052376502	MATHESON-TRI-GAS INC		08/12/2024		3.72
01 1100 610 001		HS General Supplies	3.72			
Total	MATHESON-TRI-GAS INC		3.72			
2024MATHCUR	132957887001	McGraw Hill LLC		08/12/2024		96,359.73
01 1100 640 003		Elem Textbooks	6,498.33			
01 1100 640 003		Elem Textbooks	515.70			
01 1100 640 003		Elem Textbooks	1,469.61			
01 1100 640 003		Elem Textbooks	6,743.55			
01 1100 640 003		Elem Textbooks	1,731.69			
01 1100 640 003		Elem Textbooks	515.70			
01 1100 640 003		Elem Textbooks	6,498.33			
01 1100 640 003		Elem Textbooks	1,731.69			
01 1100 640 003		Elem Textbooks	515.70			
01 1100 640 003		Elem Textbooks	7,969.65			
01 1100 640 003		Elem Textbooks	1,731.69			
01 1100 640 003		Elem Textbooks	7,356.60			

PO Number	Invoice Number	Vendor Name		Invoice Date		Amount
Account Number		Detail Description	Amount	Cost Center ID	Cost Center Description	
01 1100 640 003		Elem Textbooks	1,731.69			
01 1100 640 003		Elem Textbooks	8,950.53			
01 1100 640 003		Elem Textbooks	577.23			
01 1100 640 001		HS Textbooks	7,652.61			
01 1100 640 001		HS Textbooks	6,559.38			
01 1100 640 001		HS Textbooks	6,802.32			
01 1100 640 001		HS Textbooks	7,164.00			
01 1100 640 001		HS Textbooks	6,017.76			
01 1100 640 003		Elem Textbooks	3,812.99			
01 1100 640 001		HS Textbooks	3,812.98			
Total	McGraw Hill LLC		96,359.73			
	37817	MENARDS		08/12/2024		69.99
01 2610 610 001		HS Custodian Supplies	69.99			
	38311	MENARDS		08/12/2024		72.90
01 2610 610 003		Elem Custodian Supplies	72.90			
Total	MENARDS		142.89			
	INV-624000026	Midwest Bus Repair		08/12/2024		1,168.49
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE	1,168.49	2013BLUEBI	2013 SCHOOL BUS VIN#1BAKGCPH4DF292959	
	INV-624000027	Midwest Bus Repair		08/12/2024		1,385.56
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE	1,385.56	2009BLUBR	2009 BB VIN# 1BAKGCKH49F256249	
	INV-624000028	Midwest Bus Repair		08/12/2024		3,019.03
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE	3,019.03	2013BLUEBI	2013 SCHOOL BUS VIN#1BAKGCPH4DF292959	
Total	Midwest Bus Repair		5,573.08			
	082024 ADMIN JH	NCSA REGION 1		08/12/2024		75.00
01 2410 810 003		Elem Principal Dues and Fees	75.00			
Total	NCSA REGION 1		75.00			
	1546 - 08072024	NEBRASKA CITY UTILITIES		08/12/2024		71.92
01 2610 621 001		HS Utilities	71.92			
	3273 - 08072024	NEBRASKA CITY UTILITIES		08/12/2024		4,747.65
01 2610 621 003		Elem Utilities	4,747.65			
	3321 - 08072024	NEBRASKA CITY UTILITIES		08/12/2024		8,358.56
01 2610 621 001		HS Utilities	8,358.56			
	39368 - 08072024	NEBRASKA CITY UTILITIES		08/12/2024		30.45
01 2610 621 001		HS Utilities	30.45			
	43577 - 08072024	NEBRASKA CITY UTILITIES		08/12/2024		30.08
01 2610 621 001		HS Utilities	30.08			
	43679 - 08072024	NEBRASKA CITY UTILITIES		08/12/2024		114.64
01 2610 621 001		HS Utilities	114.64			
	44277 - 08072024	NEBRASKA CITY UTILITIES		08/12/2024		48.12
01 2610 621 001		HS Utilities	48.12			
	44718 - 08072024	NEBRASKA CITY UTILITIES		08/12/2024		475.97
01 2610 621 001		HS Utilities	475.97			
	96622 - 08072024	NEBRASKA CITY UTILITIES		08/12/2024		42.99
01 2610 621 001		HS Utilities	42.99			
Total	NEBRASKA CITY UTILITIES		13,920.38			
	2024/25 ELEM	NEBRASKA COUNCIL OF SCHOOL ADMIN.		08/12/2024		694.00

PO Number	Invoice Number	Vendor Name		Invoice Date		Amount
Account Number		Detail Description	Amount	Cost Center ID	Cost Center Description	
	PRI JH					
01 2410 810 003		Elem Principal Dues and Fees	694.00			
	83116	NEBRASKA COUNCIL OF SCHOOL ADMIN.		08/12/2024		900.00
01 2410 330 001		HS Principal Professional Development	225.00			
01 2320 330 000		Superintendent Professional Development	225.00			
01 2410 330 003		Elem Principal Professional Development	225.00			
01 2490 330 000		ADMIN PROFESSIONAL DEVELOPMENT	225.00			
Total	NEBRASKA COUNCIL OF SCHOOL ADMIN.		1,594.00			
	57-13040	NEBRASKA SAFETY CENTER		08/12/2024		540.00
01 2710 330 000		BUS PROFESSIONAL DEVEOPMENT	540.00			
Total	NEBRASKA SAFETY CENTER		540.00			
	99667	NEBRASKA STATE FIRE MARSHAL		08/12/2024		120.00
01 2620 340 001		HS MAINTENANCE PROFESSIONAL SERVICE	120.00			
Total	NEBRASKA STATE FIRE MARSHAL		120.00			
	06282024-08012024 PT	O'Neil, Jan		08/12/2024		1,461.64
01 6408 320 000		IDEA Part B Birth-4 Pre-diagnosis	1,174.27			
01 6408 320 003		PREK PROFESSIONAL EDUCATIONAL SERVICES	101.25			
01 2171 320 003		Physical Therapy Elem Contracted Service	186.12			
Total	O'Neil, Jan		1,461.64			
	2022159539	ONE SOURCE THE BACKGROUND CHECK COMPANY		08/12/2024		232.00
01 2510 890 000		Superintendent Secretary Misc. Expenses	232.00			
Total	ONE SOURCE THE BACKGROUND CHECK COMPANY		232.00			
	106	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.		08/12/2024		1,420.00
01 2330 317 000		District Legal Services	1,420.00			
Total	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.		1,420.00			
	3319400105	PITNEY BOWES INC		08/12/2024		165.54
01 2510 440 000		Superintendent Copier/Mail Lease	165.54			
Total	PITNEY BOWES INC		165.54			
	INV407022	POWERSCHOOL GROUP, LLC		08/12/2024		1,364.53
01 1100 643 000		WEB/CLOUD BASED SOFTWARE	1,364.53			
Total	POWERSCHOOL GROUP, LLC		1,364.53			
	10006	PRECISION SIGNS & GRAPHICS		08/12/2024		2,100.00
01 2710 890 000		Bus Misc. Expenses	1,000.00			
01 2620 720 001		HS Building Improvements	1,100.00			
	9857	PRECISION SIGNS & GRAPHICS		08/12/2024		3,610.00
01 2620 720 001		HS Building Improvements	3,610.00			

PO Number	Invoice Number	Vendor Name		Invoice Date		Amount
Account Number		Detail Description	Amount	Cost Center ID	Cost Center Description	
Total	PRECISION SIGNS & GRAPHICS		5,710.00			
	9393 - 082024	PURCHASE POWER		08/12/2024		50.52
01 2510 531 003		Elem Postage	50.52			
Total	PURCHASE POWER		50.52			
	858819	SECURITY EQUIPMENT, INC		08/12/2024		224.95
01 2620 431 003		Elem Repairs & Maintenance	224.95			
Total	SECURITY EQUIPMENT, INC		224.95			
	4405-9	SHERWIN-WILLIAMS COMPANY, THE		08/12/2024		52.75
01 2610 610 003		Elem Custodian Supplies	52.75			
	5900-5	SHERWIN-WILLIAMS COMPANY, THE		08/12/2024		158.25
01 2610 610 003		Elem Custodian Supplies	158.25			
Total	SHERWIN-WILLIAMS COMPANY, THE		211.00			
	162939	Southwest Auto		08/12/2024		1,367.40
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE	1,367.40	2006CHEVY	14PASS VIN # 1GBJG312X61232307	
Total	Southwest Auto		1,367.40			
	2024/2025 SY STDINS	STUDENT ASSURANCE SERVICES, INC.		08/12/2024		925.00
01 1100 520 001		STUDENT INSURANCE	925.00			
Total	STUDENT ASSURANCE SERVICES, INC.		925.00			
	110417601	SUMMIT FIRE PROTECTION		08/12/2024		451.00
01 2610 431 003		Elem Upkeep of Building	451.00			
Total	SUMMIT FIRE PROTECTION		451.00			
	24TRIREG 60	TAESE/USU		08/12/2024		295.00
01 1200 330 001		Sped HS Professional Development	147.50			
01 1200 330 003		Sped Elem Professional Development	147.50			
Total	TAESE/USU		295.00			
	SI-24-028046	UNITE PRIVATE NETWORKS LLC		08/12/2024		2,144.92
01 2230 382 001		HS Distant Learning Connection	1,072.46			
01 2230 382 003		Elem Distant Learning Connection	1,072.46			
Total	UNITE PRIVATE NETWORKS LLC		2,144.92			
	1113344	Uribe Refuse Services, Inc.		08/12/2024		390.00
01 2610 431 003		Elem Upkeep of Building	390.00			
Total	Uribe Refuse Services, Inc.		390.00			
	83008	VILLAGE OF BENNET		08/12/2024		3,753.62
01 2610 621 003		Elem Utilities	36.56			
01 2610 410 003		Elem Water & Sewer	28.50			
01 2610 410 003		Elem Water & Sewer	1,769.10			
01 2610 410 003		Elem Water & Sewer	24.00			
01 2610 410 003		Elem Water & Sewer	1,895.46			
Total	VILLAGE OF BENNET		3,753.62			

PO Number	Invoice Number	Vendor Name		Invoice Date		Amount
Account Number		Detail Description	Amount	Cost Center ID	Cost Center Description	
	107003 - 627-72624	VILLAGE OF PALMYRA		08/12/2024		26.00
01 2610 410 001		HS Water & Sewer	26.00			
	230001 - 627-72624	VILLAGE OF PALMYRA		08/12/2024		34.83
01 2610 410 001		HS Water & Sewer	34.83			
	257001 - 627-72624	VILLAGE OF PALMYRA		08/12/2024		361.50
01 2610 410 001		HS Water & Sewer	361.50			
	274001 - 627-72624	VILLAGE OF PALMYRA		08/12/2024		26.00
01 2610 410 001		HS Water & Sewer	26.00			
	286002 - 627-72624	VILLAGE OF PALMYRA		08/12/2024		963.90
01 2610 410 001		HS Water & Sewer	963.90			
Total	VILLAGE OF PALMYRA		1,412.23			
	30407039	VOICE NEWS		08/12/2024		11.98
01 2310 540 000		BOE Advertising	11.98			
	30407040	VOICE NEWS		08/12/2024		9.99
01 2310 540 000		BOE Advertising	9.99			
	30407383	VOICE NEWS		08/12/2024		210.59
01 2310 540 000		BOE Advertising	210.59			
	30407384	VOICE NEWS		08/12/2024		57.89
01 2310 540 000		BOE Advertising	57.89			
	30407385	VOICE NEWS		08/12/2024		50.41
01 2310 540 000		BOE Advertising	50.41			
	30407386	VOICE NEWS		08/12/2024		48.91
01 2310 540 000		BOE Advertising	48.91			
Total	VOICE NEWS		389.77			
	072024 ADMIN DAYS	Walter, Linde		08/12/2024		36.88
01 2490 580 000		ADMIN STUDENT SERV TRAVEL EXPENSES	10.99			
01 2490 580 000		ADMIN STUDENT SERV TRAVEL EXPENSES	8.39			
01 2490 580 000		ADMIN STUDENT SERV TRAVEL EXPENSES	17.50			
Total	Walter, Linde		36.88			
	1825831T059	WASTE CONNECTIONS OF NEBRASKA		08/12/2024		31.35
01 2610 431 001		HS Upkeep of Building	31.35			
Total	WASTE CONNECTIONS OF NEBRASKA		31.35			
	082024 - 9071	WINDSTREAM		08/12/2024		291.93
01 2510 382 001		HS Telephone	291.93			
Total	WINDSTREAM		291.93			
	406452	WOODRIVER ENERGY LLC		08/12/2024		332.14
01 2610 621 001		HS Utilities	132.98			
01 2610 621 001		HS Utilities	125.37			
01 2610 621 003		Elem Utilities	73.79			
Total	WOODRIVER ENERGY LLC		332.14			

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number	Detail Description	Amount	Cost Center ID	Cost Center Description
Fund Number		179,272.12		
Checking Account ID		179,272.12		

August 2024 Bills	$179,272.12
July 2024 Payroll	$559,102.90
	$738,375.02

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	GENERAL FUND								
1100	REGULAR INSTRUCTIONAL	4,461,500.00	124,571.52	4,187,616.64	94.59	273,883.36	0.00	32,673.98	241,209.38
1160	PROVERTY PROGRAMS	97,500.00	0.00	107,105.91	109.85	(9,605.91)	0.00	0.00	(9,605.91)
1190	EARLY CHILDHOOD ED PROGRAMS	136,050.00	0.00	129,413.91	95.12	6,636.09	0.00	0.00	6,636.09
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	902,700.00	295.00	764,488.23	84.69	138,211.77	0.00	0.00	138,211.77
1212	SPECIAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1291	SPECIAL EDUCATION AGES 3-5	500.00	0.00	1,249.44	249.89	(749.44)	0.00	0.00	(749.44)
1292	SPED AGE 0-2	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
1300	SUMMER SCHOOL	34,500.00	0.00	18,905.51	54.80	15,594.49	0.00	0.00	15,594.49
1400	ADULT EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES	203,950.00	0.00	171,439.71	84.06	32,510.29	0.00	0.00	32,510.29
2130	HEALTH SERVICES	4,100.00	0.00	2,728.86	66.56	1,371.14	0.00	0.00	1,371.14
2131	SPED NURSING SERVICES	0.00	0.00	48,214.21	0.00	(48,214.21)	0.00	0.00	(48,214.21)
2140	PSYCHOLOGICAL SERVICES	1,200.00	0.00	0.00	0.00	1,200.00	0.00	0.00	1,200.00
2141	SPED PSYCHOLOGY SERVICES	111,450.00	0.00	105,937.79	95.05	5,512.21	0.00	0.00	5,512.21
2151	SPED SPEECH PATHOLOGY AND AUDIOLOGY SERV	131,350.00	0.00	129,359.21	98.48	1,990.79	0.00	0.00	1,990.79
2152	SPED SPEECH AGE 3-5	10,700.00	0.00	8,027.18	75.02	2,672.82	0.00	0.00	2,672.82
2153	SPED SPEECH AGE 0-2	11,000.00	0.00	8,027.04	72.97	2,972.96	0.00	0.00	2,972.96
2161	SPED OCCUPATIONAL THERAPY SERVICES	85,850.00	0.00	38,212.05	44.51	47,637.95	0.00	0.00	47,637.95
2162	OCCUPATIONAL THERAPY AGE 3-5	0.00	0.00	2,332.53	0.00	(2,332.53)	0.00	0.00	(2,332.53)
2163	OCCUPATIONAL THERAPY AGE 0-2	0.00	0.00	65.40	0.00	(65.40)	0.00	0.00	(65.40)
2171	PHYSCIAL THERAPY SCHOOL AGE	47,500.00	186.12	32,975.65	69.42	14,524.35	0.00	0.00	14,524.35
2172	PHYSICAL THERAPY AGE 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2173	PHYSICAL THERAPY AGE 0-2	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
2181	VISUALLY IMPAIRED	9,000.00	0.00	9,372.00	104.13	(372.00)	0.00	0.00	(372.00)
2211	SCHOOL IMPROVEMENT	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
2212	INST STAFF TRNG AND CURR DEV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	160,800.00	0.00	125,603.86	78.48	35,196.14	0.00	600.00	34,596.14
2224	EDUCATIONAL TELEVISION SERVICES	17,000.00	867.41	10,072.44	59.25	6,927.56	0.00	0.00	6,927.56
2230	INSTRUCTION-RELATED TECHNOLOGY	20,000.00	2,144.92	12,523.30	62.62	7,476.70	0.00	0.00	7,476.70
2310	BOARD OF EDUCATION	89,750.00	2,116.14	129,056.33	143.80	(39,306.33)	0.00	0.00	(39,306.33)
2320	EXECUTIVE ADMINISTRATION	218,000.00	677.18	188,042.49	86.26	29,957.51	0.00	0.00	29,957.51
2330	DISTRICT LEGAL SERVICES	30,000.00	1,420.00	13,789.10	45.96	16,210.90	0.00	0.00	16,210.90
2410	OFFICE OF THE PRINCIPAL	414,900.00	2,037.64	349,967.63	84.35	64,932.37	0.00	0.00	64,932.37
2490	SCHOOL ADMIN - OTHER	0.00	531.78	531.78	0.00	(531.78)	0.00	0.00	(531.78)
2510	GENERAL ADMIN-BUSINESS SERVICE	161,950.00	741.44	121,743.18	75.17	40,206.82	0.00	0.00	40,206.82
2610	MAINTENANCE	645,300.00	23,327.79	506,124.94	78.43	139,175.06	0.00	0.00	139,175.06
2620	MAINTENANCE	257,750.00	5,054.95	194,767.87	75.56	62,982.13	0.00	0.00	62,982.13
2630	Care & Upkeep of Grounds	10,000.00	1,607.00	15,991.11	159.91	(5,991.11)	0.00	0.00	(5,991.11)
2650	VEHICLE OPERATION AND MAINTENANCE	20,100.00	1,150.76	11,507.29	57.25	8,592.71	0.00	0.00	8,592.71
2660	SECURITY/SAFETY	750.00	0.00	881.15	117.49	(131.15)	0.00	0.00	(131.15)
2710	BUS DRIVER REGULAR EDUCATION	402,600.00	2,326.47	342,812.69	85.15	59,787.31	0.00	0.00	59,787.31
2712	BUS DRIVER SPED	41,650.00	0.00	37,970.92	91.17	3,679.08	0.00	0.00	3,679.08
2720	Transportation Director	0.00	0.00	4,783.11	0.00	(4,783.11)	0.00	0.00	(4,783.11)
2730	BUS & VEHICLE SERVICING & MAINTENANCE	150,000.00	6,940.48	83,127.01	55.42	66,872.99	0.00	0.00	66,872.99
2900	OTHER STUDENT SUPPORT SERVICES	15,250.00	0.00	7,354.33	48.23	7,895.67	0.00	0.00	7,895.67
3100	FOOD SERVICE OPERATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3300	REC PROGRAM	46,000.00	0.00	39,997.31	86.95	6,002.69	0.00	0.00	6,002.69
3535	HAL - HIGH ABILITY LEARNERS	6,000.00	0.00	1,408.70	23.48	4,591.30	0.00	0.00	4,591.30
3540	STATE EARLY CHILDHOOD	74,150.00	0.00	67,425.98	90.93	6,724.02	0.00	0.00	6,724.02
3551	CAREER EDUCATION	0.00	0.00	7,232.83	0.00	(7,232.83)	0.00	0.00	(7,232.83)
3552	SCHOOL SAFETY AND SECURITY ACT	0.00	2,000.00	2,000.00	0.00	(2,000.00)	0.00	0.00	(2,000.00)
4400	IDEA SPECIAL ED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4410	IDEA ENROLLMENT/POVERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
4455	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4590	ARRA: STATE FISCAL STAB FUNDS NON-SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4610	ARRA: IDEA PART B(611) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690	OTHER FED NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	TITLE 1 IMPROVING PROGRAMS FEDERAL SERVI	78,500.00	0.00	64,775.73	82.52	13,724.27	0.00	0.00	13,724.27
6310	NCLB TITLE II PART A	4,000.00	0.00	1,636.31	40.91	2,363.69	0.00	0.00	2,363.69
6330	REAP GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6406	IDEA PRESCHOOL	6,500.00	0.00	3,921.51	60.33	2,578.49	0.00	0.00	2,578.49
6408	IDEA ENROLLMENT/POVERTY	213,100.00	1,275.52	128,960.33	60.52	84,139.67	0.00	0.00	84,139.67
6411	IDEA EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	IDEA PART B PORPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6418	IDEA Part B PEAK Projects	0.00	0.00	509.13	0.00	(509.13)	0.00	0.00	(509.13)
6421	ESU SCHOOL PSYCHOLOGY	5,000.00	0.00	1,971.36	39.43	3,028.64	0.00	0.00	3,028.64
6422	IDEA ARP AGES 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6423	NONPUBLIC IDEA ARP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6690	OTHER FEDERAL NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	CARL PERKINS FED VOCATIONAL&APPLIED TECH	0.00	0.00	2,939.97	0.00	(2,939.97)	0.00	0.00	(2,939.97)
6810	TITLE 1, ESSA ACCOUNTABILITY IMPROVING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6969	TITLE IV PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6990	OTHER FEDERAL CATEGORY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6992	REAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6996	COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	CRRSA/ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	0.00	0.00	116,874.10	0.00	(116,874.10)	0.00	0.00	(116,874.10)
8000	TRANSFERS (OUTGOING)	0.00	0.00	16,545.25	0.00	(16,545.25)	0.00	0.00	(16,545.25)
9000	NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	9,342,400.00	179,272.12	8,378,320.31	90.04	964,079.69	0.00	33,273.98	930,805.71

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:	9,342,400.00	179,272.12	8,378,320.31	90.04	964,079.69	0.00	33,273.98	930,805.71

Designated Bill Summary
Superintendent Report: Regular Board Meeting:
Date: Monday, August 12, 2024

From: Michael Hart
Re: Designated Bill Summary Report for BOE meeting

- Next month's ***regular*** board meeting is scheduled for **Monday, September 9th, 2024, at 7:00 p.m.** at Palmyra High School in the media center.
- Next month's ***special*** board meeting to review and approve construction-related expenditures is scheduled for **Monday, September 9th, 2024, at 6:30 p.m.** at Palmyra High School in the media center.

A. Consent Agenda Expenditures

Depreciation Fund Claims:

- None this month.

Bond Fund Claims:

- None this month.

Special Building Claims:

Total Claims: None

Scheduled "End of the Year" General Fund Transfers:

- **Depreciation: $175,000**
  - **$125,000 for bus**
  - **$50,000 for vehicle**
- **Activities: $60,000**
  - **Activities Programs: $50,000**
  - **High School and Elementary Yearbook: $10,000**

2022 Construction Account Claims: These claims are listed below:

Al's Johns	91181	$105.00
Al's Johns	89988	$105.00
Al's Johns	90323	$105.00
Al's Johns	90287	$105.00
Al's Johns	90322	$615.00
All About Grass	2204 -	$7,254.77
Benesch	288795	$1,941.75
BIC	13	$1,679,762.00
Clark & Enersen	23	$12,835.91
CSI	1441226	$4,120.00
Denny's Parking Lot Striping	263	$3,930.00
Eagle Nursery	20586	$9,966.00
General Parts LLC	6529402	$804.04

Designated Bill Summary
Superintendent Report: Regular Board Meeting:
Date: Monday, August 12, 2024

K12 ITC	231998	$159,985.55
KCAV	46405	$13,119.46
L.P. Stewart & Sons	8829	$800.25
Lifeguard MD	17521	$2,442.00
Menards	38365	$68.72
Midwest Technology Products	2144260-00	$18,306.00
Midwest Walls & Landscaping	16511	$11,513.94
Summit	110417801	$1,175.85
	Total:	**$1,929,061.24**

General Fund Claims:

Total General Fund Claims: $179,076.84 with an additional credit card payment of $195.28. This expense was for professional development, bus travel to Oklahoma = $179,272.12 total claims.

- **Access Systems Leasing: $2,521.68** - *Copiers at the elementary and high school*
- **Amazon Capital Services: $1,066.36** - *Elem and HS supplies*
- **Bluum of Texas, LLC: $21,705.50 -** *Chromebook items*
- **Casey's: $637.76** – *Bus and vehicle fuel expenses.*
- **Craig Resources: - $5,989.14 -** *Contracted Special Education Nursing Services*
- **Comfort Inn: $1,214.55 -** *Admin Days Travel*
- **Diversified Drug Testing: $208.00** - *Student services and bus expenses for the federal clearing house.*
- **EMC Insurance: $3,223.00 -** *Invoice for a catch up for 2022-2023 budget for Workman's Comp.*
- **K12 ITC, Inc: $2,000.00 -** *School Safety and Security Act Grant. This will be reimbursed.*
- **McGraw Hill: $96,359.73 -** *New Math Curriculum K-12 grades.*
- **Midwest Bus Repair: $5,573.08 -** *Bus Maintenance or Repairs*
- **Nebraska City Utilities: $13,920.38**– *Utilities*
- **Nebraska Council of School Administrators: $1,594.00 -** *Principal dues and fees Admin Days Professional Development*
- **Precision Signs & Graphics: $5,710.00 -** *Shot clocks for East Gym (other half of the invoice) Decals for walls at the high school, decals for the bus.*
- **Village of Bennet: $3,753.62-** *Water, electricity, and sewer bill*
- **Village of Palmyra: $1,412.23** – *Water and sewer bill. Please note: This is an increase due to recent watering at the Olson Complex.*

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 01 GENERAL FUND

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
01 101		CASH IN BANK	3,805,907.96	386,346.05	695,709.98	3,496,544.03
01 900		Cash County Treasurer	936,674.53	0.00	0.00	936,674.53
Total:	Current Assets		4,742,582.49	386,346.05	695,709.98	4,433,218.56
Current Liabilities						
01 450		PAYROLL DEDUCTION PAYABLE	16,260.83	335.00	1,050.70	16,976.53
01 451		FICA PAYABLE	(1,695.24)	61,031.40	61,031.40	(1,695.24)
01 452		FIT PAYABLE	(201.72)	31,165.79	31,165.79	(201.72)
01 453		INSURANCE PAYABLE	(3,165.11)	103,011.75	103,020.35	(3,156.51)
01 454		RETIREMENT PAYABLE	(10,823.34)	76,999.94	76,999.94	(10,823.34)
01 455		SIT PAYABLE	0.00	14,439.93	14,439.93	0.00
Total:	Current Liabilities		375.42	286,983.81	287,708.11	1,099.72
Fund Balance						
01 704		Fund Balance - Regular Unspent	4,742,207.07	663,413.72	353,325.49	4,432,118.84
Total:	Fund Balance		4,742,207.07	663,413.72	353,325.49	4,432,118.84
Revenue						
01 1100		LOCAL PROPERTY TAXES	4,431,480.09	586.38	60,907.44	4,491,801.15
01 1115		CARLINE TAX	1,266.44	0.00	799.45	2,065.89
01 1120		In-Lieu 1957 Levy Tax	72.99	0.00	0.00	72.99
01 1125		MOTOR VEHICLE TAXES	348,377.84	0.00	41,182.53	389,560.37
01 1140		Interest Levied Tax	10,853.65	0.00	390.28	11,243.93
01 1190		OTHER TAXES	2,324.65	0.00	0.00	2,324.65
01 1312		SUMMER SCHOOL TUITION	4,300.00	0.00	0.00	4,300.00
01 1370		PRESCHOOL TUITION & FEES	15,850.00	0.00	0.00	15,850.00
01 1510		INTEREST ON INVESTMENTS	2,493.11	33,195.32	33,531.36	2,829.15
01 1800		REC PROGRAM - COMMUNITY SERVICES	26,382.58	0.00	0.00	26,382.58
01 1910		RENTAL OF SCHOOL FACILITY, EQIUP, PROPERTY	270.00	0.00	0.00	270.00
01 1911		LOCAL LICENSE FEES	6,925.89	0.00	0.00	6,925.89
01 1920		EDUCATION QUEST FOUNDATION	2,466.19	174.76	0.00	2,291.43
01 1990		OTHER LOCAL RECEIPTS	988.10	0.00	0.00	988.10
01 2110		COUNTY FINES & LICENSE FEES	11,520.41	0.00	997.58	12,517.99
01 2130		OTHER COUNTY RECEIPTS	903.25	0.00	0.00	903.25
01 2210		ESU RECEIPTS	820.00	0.00	0.00	820.00
01 3110		STATE AID	1,704,644.00	0.00	0.00	1,704,644.00
01 3120		SPED SCHOOL AGE	778,024.00	0.00	0.00	778,024.00
01 3125		SPED TRANSPORTATION	16,903.00	0.00	0.00	16,903.00
01 3130		HOMESTEAD EXEMPTION	87,862.72	77.02	22,103.48	109,889.18
01 3131		PROPERTY TAX CREDIT	403,050.05	0.00	0.00	403,050.05
01 3180		PRO-RATE MOTOR VEHICLE	10,370.59	0.00	1,481.75	11,852.34
01 3400		STATE APPORTIONMENT	131,403.46	0.00	0.00	131,403.46
01 3535		PAYMENTS FOR HIGH ABILITY LEARNERS	7,187.00	0.00	0.00	7,187.00
01 3551		CAREER EDUCATION REVENUE	7,500.00	0.00	0.00	7,500.00
01 3990		OTHER STATE RECEIPTS	237.14	0.00	0.00	237.14
01 4418		IDEA PARTK B PEAK PROJECTS	702.00	0.00	0.00	702.00
01 4421		IDEA PART B - BIRTH-21	2,686.00	0.00	0.00	2,686.00
01 4422		IDEA PRESCHOOL	2,017.00	0.00	0.00	2,017.00
01 4423		IDEA PROPORTIONATE	841.00	0.00	0.00	841.00
01 4505		TITLE 1 PART A - CARRY OVER	37,487.00	0.00	0.00	37,487.00
01 4509		Title II, Part A ESSA Princ & Teach	1,385.50	0.00	0.00	1,385.50
01 4516		IDEA PRESCHOOL BASE/IDEA ENROL POVERTY	4,920.00	0.00	0.00	4,920.00

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 4518	IDEA ENROLLMENT/POVERTY	126,922.00	0.00	0.00	126,922.00
01 4521	IDEA PART B PROPORTIONATE	3,806.00	0.00	0.00	3,806.00
01 4525	CARL PERKINS - FED VOCATIONAL&APPLIED TECH	6,241.88	0.00	0.00	6,241.88
01 4530	OTHER FEDERAL RECEIPTS	21.10	0.00	0.00	21.10
01 4708	MEDICAID REIMBURSEMENT SPED	4,740.58	0.00	0.00	4,740.58
01 4709	MEDICAID ADMIN ACTIVITIES (MAAPS)	13,922.72	0.00	0.00	13,922.72
01 4969	TITLE IV, PART A	10,000.00	0.00	0.00	10,000.00
01 4998	ESSERS III	0.00	0.00	219,950.00	219,950.00
01 5301	INSURANCE ADJUSTMENTS	43,275.45	0.00	0.00	43,275.45
01 5690	OTHER NON-REVENUE RECEIPTS	574.00	0.00	0.00	574.00
Total: Revenue		8,274,019.38	34,033.48	381,343.87	8,621,329.77
Expenditure					
01 1100 111 001	HS Teacher Salary	908,700.07	90,461.84	0.00	999,161.91
01 1100 111 002	MS TEACHER SALARIES	127,311.25	12,834.97	0.00	140,146.22
01 1100 111 003	Elem Teacher Salary	1,016,406.73	102,613.93	1,315.38	1,117,705.28
01 1100 112 001	HS Para	35,736.35	0.00	0.00	35,736.35
01 1100 112 003	Elem Para	71,587.32	449.56	0.00	72,036.88
01 1100 113 001	HS Sub Teacher Salary	47,509.00	0.00	0.00	47,509.00
01 1100 113 002	MS SALARIES OF SUBSTITUTE TEACHERS	777.50	0.00	0.00	777.50
01 1100 113 003	Elem Sub Teacher Salary	35,300.75	18.66	0.00	35,319.41
01 1100 120 001	HS COMMUNITY COACH/ACTIVITY SPONSOR	16,689.60	68.42	0.00	16,758.02
01 1100 122 001	Instructional Aide	533.50	0.00	0.00	533.50
01 1100 130 001	Overtime - Classified	2,947.06	63.32	0.00	3,010.38
01 1100 130 003	Overtime - Classified	652.20	0.00	0.00	652.20
01 1100 151 001	HS Coach/Gate/Sponsor - Teacher/Prof. Staff	85,473.60	7,951.16	0.00	93,424.76
01 1100 151 002	MS Coach/Gate/Sponsor - Teacher/Prof. Staff	15,240.00	1,504.64	0.00	16,744.64
01 1100 151 003	ELEM Coach/Gate/Sponsor - Teacher/Prof. Staff	3,339.10	333.91	0.00	3,673.01
01 1100 152 001	HS PARA COACH/ACTIVITY SPONSOR	3,105.00	0.00	0.00	3,105.00
01 1100 153 001	HS Coach/Gate/Sponsor - Substitute Teacher	4,135.00	0.00	0.00	4,135.00
01 1100 153 002	MS Coach/Gate/Sponsor - Substitute Teacher	1,232.00	0.00	0.00	1,232.00
01 1100 210 001	HS CLERICAL/PARA INSURANCE	483.30	30.21	0.00	513.51
01 1100 210 003	Elem Celerical INSURANCE	44.75	0.00	0.00	44.75
01 1100 211 001	HS Teacher, BCBS, Life, Vision, Dental	254,127.47	24,541.24	0.00	278,668.71
01 1100 211 002	MS TEACHER BCBS, LIFE, VISION, DENTAL INSRU	49,389.74	4,473.85	0.00	53,863.59
01 1100 211 003	Elem Teacher BCBS, Life, Vision, Dental	366,201.45	35,318.15	771.10	400,748.50
01 1100 212 001	HS PARA INSURNCE	1,613.22	0.00	0.00	1,613.22
01 1100 212 003	Elem PARA INSURNCE	3,427.35	0.00	0.00	3,427.35
01 1100 213 001	HS SUBSTITUTE MEDICAL INS	1,058.25	0.00	0.00	1,058.25
01 1100 213 002	SUBSTITUTE MEDICAL INS	96.78	0.00	0.00	96.78
01 1100 213 003	ELEM SUBSTITUTE MEDICAL INS	1,405.04	0.00	0.00	1,405.04
01 1100 220 001	HS Clerical FICA	1,517.38	10.10	0.07	1,527.41
01 1100 220 003	Elem Clerical FICA	48.39	0.00	0.00	48.39
01 1100 221 001	HS Teacher FICA	76,013.47	7,651.01	119.54	83,544.94
01 1100 221 002	MS TEACHER/PROFESSIONAL FICA	10,522.15	1,100.83	39.66	11,583.32
01 1100 221 003	Elem Teacher FICA/MEDICARE	77,146.54	7,969.69	263.55	84,852.68

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 1100 222 001	HS PARA FICA	2,957.42	0.00	0.00	2,957.42
01 1100 222 003	Elem Para FICA	5,347.96	34.39	0.00	5,382.35
01 1100 223 001	HS Substitute Teacher FICA	3,967.69	0.00	0.00	3,967.69
01 1100 223 002	SUBSTITUTE TEACHER FICA	150.44	0.00	0.00	150.44
01 1100 223 003	Elem Substitute Teacher FICA	2,649.46	1.43	0.00	2,650.89
01 1100 230 001	HS CLERICAL/PARA RETIREMENT	265.59	9.68	0.00	275.27
01 1100 230 003	ELEM CLERICAL/PARA RETIREMENT	47.95	0.00	0.00	47.95
01 1100 231 001	HS Teacher Retirement	72,512.81	7,233.33	0.00	79,746.14
01 1100 231 002	HS Teacher Retirement	10,460.20	1,053.95	0.00	11,514.15
01 1100 231 003	Elem Teacher Retirement	74,682.66	7,566.68	96.68	82,152.66
01 1100 232 001	HS Para RETIREMENT	1,913.34	0.00	0.00	1,913.34
01 1100 232 003	Elem PARAEDUCATOR RETIREMENT	5,218.28	33.04	0.00	5,251.32
01 1100 233 001	HS SUBSTITUTE TEACHER RETIREMENT	2,341.18	0.00	0.00	2,341.18
01 1100 233 002	SUBSTITUTE TEACHER RETIREMENT	90.01	0.00	0.00	90.01
01 1100 233 003	Elem SUBSTITUTE TEACHER RETIREMENT	1,167.05	1.37	0.00	1,168.42
01 1100 237 001	HS Increase Retirement Contributions	26,670.75	2,491.02	0.00	29,161.77
01 1100 237 002	Increase Retirement Contributions	3,633.82	362.47	0.00	3,996.29
01 1100 237 003	ELEM Increase Retirement Contributions	27,956.17	2,614.17	33.25	30,537.09
01 1100 281 001	HS Teacher CASH-IN-LIEU MED Ins	11,500.00	1,250.00	0.00	12,750.00
01 1100 281 003	Elem Teacher CASH-IN-LIEU MED INSURANCE	6,750.00	675.00	0.00	7,425.00
01 1100 290 001	OTHER BENEFITS	3.29	0.00	0.00	3.29
01 1100 290 003	OTHER BENEFITS	0.08	0.00	0.00	0.08
01 1100 291 001	HS Teacher LTD	6.30	0.00	0.00	6.30
01 1100 320 001	HS Services/Assessments	8,154.00	0.00	0.00	8,154.00
01 1100 330 001	HS Professional Development	1,250.66	697.00	0.00	1,947.66
01 1100 330 003	Elem Professional Development	1,204.50	0.00	0.00	1,204.50
01 1100 333 001	HS Mileage	1,645.29	0.00	0.00	1,645.29
01 1100 333 003	Elem Mileage	888.35	0.00	0.00	888.35
01 1100 440 001	HS Copier Lease	13,768.75	1,260.84	0.00	15,029.59
01 1100 440 003	Elem Copier Lease	13,934.29	1,260.84	0.00	15,195.13
01 1100 520 001	STUDENT INSURANCE	925.00	0.00	0.00	925.00
01 1100 565 001	SENCAP	1,794.00	0.00	0.00	1,794.00
01 1100 580 001	HS Teacher Travel Expenses	0.00	134.95	0.00	134.95
01 1100 591 001	HS Purchased Service ESU/District	37.50	0.00	0.00	37.50
01 1100 610 001	HS General Supplies	42,823.92	167.61	100.00	42,891.53
01 1100 610 001 2 101	HS ART SUPPLIES	3,524.03	0.00	0.00	3,524.03
01 1100 610 001 2 102	HS INSTRUMENTAL SUPPLIES	8,726.05	0.00	0.00	8,726.05
01 1100 610 001 2 103	HS VOCAL SUPPLIES	5,598.49	26.88	0.00	5,625.37
01 1100 610 002	MS GENERAL SUPPLIES	696.50	0.00	0.00	696.50
01 1100 610 003	Elem General Supplies	28,163.90	0.00	0.00	28,163.90
01 1100 610 003 1 301	ELEM ART SUPPLIES	1,528.61	0.00	0.00	1,528.61
01 1100 610 003 1 302	ELEM MUSIC SUPPLIES	1,793.15	0.00	0.00	1,793.15
01 1100 640 001	HS Textbooks	0.00	0.00	0.00	0.00
01 1100 640 003	Elem Textbooks	0.00	0.00	0.00	0.00
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	7,565.64	3,624.24	0.00	11,189.88
01 1100 643 001	WEB/CLOUD BASED SOFTWARE	0.00	1,080.00	0.00	1,080.00
01 1100 643 003	WEB/CLOUD BASED SOFTWARE	0.00	1,080.00	0.00	1,080.00
01 1100 650 001	HS Technology Supplies	19,796.64	0.00	0.00	19,796.64
01 1100 650 003	Elem Technology Supplies	35,830.37	0.00	0.00	35,830.37
01 1100 735 001	HS Technology Software	38,058.31	0.00	0.00	38,058.31

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Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 1100 735 003	Elem Technology Software	17,683.26	0.00	0.00	17,683.26
01 1100 810 001	HS DUES AND FEES	275.00	0.00	0.00	275.00
01 1160 111 001	SALARIES OF TEACHERS/PROFESSIONAL STAFF	10,431.92	1,303.99	0.00	11,735.91
01 1160 111 003	Poverty Grant Teacher/Prof. Salaries	8,240.96	1,030.12	0.00	9,271.08
01 1160 112 003	Poverty Grant Para/Nurse Salary	63,055.43	1,048.45	0.00	64,103.88
01 1160 211 001	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	3,614.26	454.90	0.00	4,069.16
01 1160 211 003	Poverty Grant Teacher/Prof Insurance	3,595.80	453.31	0.00	4,049.11
01 1160 221 001	TEACHER/PROFESSIONAL FICA	783.89	100.11	1.94	882.06
01 1160 221 003	Poverty Grant Teacher/Prof FICA	624.80	79.09	0.99	702.90
01 1160 222 003	Elem PARA FICA	4,823.71	80.20	0.00	4,903.91
01 1160 231 001	TEACHER RETIREMENT	764.08	95.51	0.00	859.59
01 1160 231 003	Poverty Grant Teacher/Prof. Retirement	605.71	75.71	0.00	681.42
01 1160 232 003	Poverty Elem PARAEDUCATOR RETIREMENT	3,876.68	77.06	0.00	3,953.74
01 1160 237 001	Increase Retirement Contributions	262.72	32.84	0.00	295.56
01 1160 237 003	Increase Retirement Contributions	1,545.06	52.53	0.00	1,597.59
01 1190 110 003	SALARY PARA/DRIVER	47,508.51	0.00	0.00	47,508.51
01 1190 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	45,599.72	4,529.19	1,108.35	49,020.56
01 1190 210 003	ECEP PARA/BUS INSURANCE	0.17	0.00	0.00	0.17
01 1190 211 003	ECEP TEACHER BCBS, LIFE, VISION, DENTAL INSRU	9,241.38	476.60	453.49	9,264.49
01 1190 220 003	ECEP NON-INSTRUCTIONAL FICA	3,634.39	0.00	0.00	3,634.39
01 1190 221 003	ECEP TEACHER/PROFESSIONAL FICA	3,670.26	366.87	85.40	3,951.73
01 1190 230 003	ECEP NON-INSTRUCTIONAL RETIREMENT	3,034.37	0.00	0.00	3,034.37
01 1190 231 003	ECEP TEACHER RETIREMENT	3,342.06	332.90	81.47	3,593.49
01 1190 237 003	ECEP Increase Retirement Contributions	2,198.72	114.49	28.02	2,285.19
01 1190 281 003	ECEP CASH-IN-LIEU MEDICAL INSURANCE	2,500.00	250.00	0.00	2,750.00
01 1190 610 003	ECEP GENERAL SUPPLIES	4,371.01	0.00	0.00	4,371.01
01 1200 110 001	Sped HS Clerical Salary	0.00	0.00	2,468.13	(2,468.13)
01 1200 111 001	Sped HS Teacher Salary	207,628.46	23,129.96	176.29	230,582.13
01 1200 111 003	Sped Elem Teacher Salary	148,262.62	20,447.58	720.90	167,989.30
01 1200 112 001	HS SPED PARAEDUCATORS SALARY	39,365.95	655.20	0.00	40,021.15
01 1200 112 003	Sped Elem Para Salary	57,471.68	2,519.86	0.00	59,991.54
01 1200 113 001	Sped HS Substitute Teacher Salary	5,129.00	0.00	0.00	5,129.00
01 1200 113 003	Sped Elem Substitute Teacher Salary	8,042.25	0.00	0.00	8,042.25
01 1200 210 001	HS SPED CLERICAL INSURANCE	11.90	1.19	0.00	13.09
01 1200 211 001	Sped HS Teacher Insurance	58,297.07	5,272.80	0.00	63,569.87
01 1200 211 002	MS SPED TEACHER BCBS, LIFE, VISION, DENTAL INSRU	542.00	0.00	0.00	542.00
01 1200 211 003	Sped Elem Teacher Insurance	38,927.47	5,138.95	496.02	43,570.40
01 1200 212 001	SPED PARA INSURANCE	4,856.61	918.41	0.00	5,775.02
01 1200 212 003	Elem Sped Para INSURNCE	0.00	631.19	0.00	631.19
01 1200 213 001	SUBSTITUTE MEDICAL INS	115.48	0.00	0.00	115.48
01 1200 213 003	SPED SUB MEDICAL INS	580.17	0.00	0.00	580.17
01 1200 221 001	Sped HS Teacher FICA	15,998.19	1,794.86	11.90	17,781.15
01 1200 221 003	Sped Elem Teacher FICA	11,489.98	1,590.89	69.69	13,011.18
01 1200 222 001	Sped HS Para FICA	2,810.63	50.29	0.72	2,860.20
01 1200 222 003	Sped Elem Para FICA	4,396.61	192.77	0.00	4,589.38
01 1200 223 001	Sped HS Sub Teacher FICA	387.10	0.00	0.00	387.10

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		Beginning Balance	Debits	Credits	Ending Balance
01 1200 223 003	Sped Elem Sub Teacher FICA	588.69	0.00	0.00	588.69
01 1200 231 001	Sped HS Teacher Retirement	15,180.80	1,700.06	0.00	16,880.86
01 1200 231 003	Sped Elem Teacher Retirement	10,342.82	1,502.90	52.99	11,792.73
01 1200 232 001	Sped HS Para Retirement	2,813.11	48.16	0.00	2,861.27
01 1200 232 003	Sped Para Elem Retirement	4,139.16	157.61	0.00	4,296.77
01 1200 233 001	HS SPED SUB TEACHER RETIREMENT	45.74	0.00	0.00	45.74
01 1200 233 003	ELEM SPED SUB TEACHER RETIREMENT	274.12	0.00	0.00	274.12
01 1200 237 001	SPED HSIncrease Retirement Contributions	6,231.54	601.24	0.00	6,832.78
01 1200 237 003	SPED ELIncrease Retirement Contributions	5,094.39	571.08	18.22	5,647.25
01 1200 281 001	SPED HS Teacher CASH-IN-LIEU Med Ins	2,500.00	250.00	0.00	2,750.00
01 1200 281 003	ELEM SPED CASH-IN-LIEU MEDICAL INSURANCE	2,500.00	250.00	0.00	2,750.00
01 1200 320 001	Sped HS Contracted Service	7,905.60	0.00	0.00	7,905.60
01 1200 320 002	NURSE PROFESSIONAL EDUCATIONAL SERVICES	0.00	0.00	0.00	0.00
01 1200 330 001	Sped HS Professional Development	180.00	126.08	0.00	306.08
01 1200 330 003	Sped Elem Professional Development	75.00	0.00	0.00	75.00
01 1200 591 000	SPED DIRECTOR FOR DIST	811.11	0.00	0.00	811.11
01 1200 591 001	HS SPED DIRECTOR	8,477.00	870.60	0.00	9,347.60
01 1200 591 003	ELEM SPED DIRECTOR	10,260.14	979.43	0.00	11,239.57
01 1200 610 001	Sped HS Supplies	3,867.06	0.00	0.00	3,867.06
01 1200 610 001 0 104	ASPIRE SUPPLIES	76.02	0.00	0.00	76.02
01 1200 610 002	MS SPED GENERAL SUPPLIES	3.83	0.00	0.00	3.83
01 1200 610 003	Sped Elem Supplies	1,145.68	0.00	0.00	1,145.68
01 1200 650 001	TECHNOLOGY SUPPLIES	2,250.00	0.00	0.00	2,250.00
01 1200 650 003	TECHNOLOGY SUPPLIES	6,750.00	0.00	0.00	6,750.00
01 1200 735 001	Sped HS Computer Software	2,982.00	0.00	0.00	2,982.00
01 1291 610 003	SPED PRESCHOOL GENERAL SUPPLIES	1,249.44	0.00	0.00	1,249.44
01 1300 110 003	Summer School Para/Bus Driver Salary	0.00	554.85	0.00	554.85
01 1300 111 003	Summer School Teacher Salaries	589.68	12,242.88	0.00	12,832.56
01 1300 211 003	Summer School Teacher Insurance	234.09	2,195.82	0.00	2,429.91
01 1300 220 003	Summer School Para/Bus Driver FICA	0.00	42.45	0.00	42.45
01 1300 221 003	Summer School Teacher FICA	44.70	939.89	5.35	979.24
01 1300 230 003	Summer School Para/Bus Driver Retirement	0.00	40.78	0.00	40.78
01 1300 231 003	Summer School Teacher Retirement	43.35	899.86	0.00	943.21
01 1300 237 003	SUMMER SCHOOL RET INC CONTR	14.91	323.51	0.00	338.42
01 1300 610 003	Summer School Supplies	744.09	0.00	0.00	744.09
01 2120 111 001	Counselor HS Salary	55,118.21	5,215.93	0.00	60,334.14
01 2120 111 003	Counselor Elem Salary	43,355.82	4,120.46	0.00	47,476.28
01 2120 211 001	Counselor HS Insurance	18,997.59	1,819.60	0.00	20,817.19
01 2120 211 003	Counselor Elem Insurance	19,953.80	1,813.21	0.00	21,767.01
01 2120 221 001	Counselor HS FICA	4,151.90	400.42	7.73	4,544.59
01 2120 221 003	Counselor Elem FICA	3,287.79	316.32	3.90	3,600.21
01 2120 231 001	Counselor HS Retirement	4,036.93	382.02	0.00	4,418.95
01 2120 231 003	Counselor Elem Retirement	3,175.93	302.86	0.00	3,478.79
01 2120 237 001	COUNSELOR Inc Retirement Contributions	1,388.42	131.39	0.00	1,519.81
01 2120 237 003	COUNSELOR INC RETIREMENT CONT	1,095.50	104.16	0.00	1,199.66

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		Beginning Balance	Debits	Credits	Ending Balance
01 2120 330 001	Counselor Professional Development	150.00	0.00	0.00	150.00
01 2120 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	125.00	0.00	0.00	125.00
01 2120 610 001	Counselor HS Supplies	1,021.74	0.00	0.00	1,021.74
01 2120 610 003	Counselor Elem Supplies	986.34	0.00	0.00	986.34
01 2130 330 000	HEALTH SERVICES PROFESSIONAL DEVELOPMENT	150.00	485.00	0.00	635.00
01 2130 333 000	HEALTH MILEAGE PAID TO STAFF	586.22	277.38	0.00	863.60
01 2130 580 000	NURSE TRAVEL EXPENSES	0.00	124.95	0.00	124.95
01 2130 610 000	GENERAL SUPPLIES	1,105.31	0.00	0.00	1,105.31
01 2131 112 003	Sped Nursing Services	0.00	651.90	0.00	651.90
01 2131 222 003	PARA FICA	0.00	49.87	0.00	49.87
01 2131 320 002	MS SPED CONTRACED NURSING SERVICES	41,523.30	5,989.14	0.00	47,512.44
01 2141 111 003	SPED ELEM PSYCHOLOGY SALARY	56,253.30	5,625.33	0.00	61,878.63
01 2141 211 003	SPED ELEM PSYCH INSURANCE	22,732.65	2,283.14	0.00	25,015.79
01 2141 221 003	SPED ELEM PSYCH FICA	4,277.52	431.84	4.11	4,705.25
01 2141 231 003	SPED ELEM PSYCHOLOGY RETIREMENT	4,123.12	413.46	0.00	4,536.58
01 2141 237 003	SPED PSYCH INC RETIREMENT CONTRIBUTIONS	1,421.49	142.20	0.00	1,563.69
01 2141 330 003	SPED ELEM PSYCHOLOGY PROFESSIONAL DEVEL.	405.00	0.00	0.00	405.00
01 2141 591 003	ESU PSYCHOLOGY SERVICES	2,322.00	1,655.89	0.00	3,977.89
01 2141 610 003	SPED PSYCHOLOGY SUPPLIES	3,624.96	0.00	0.00	3,624.96
01 2141 810 003	SPED PSYCHOLOGY DUES AND FEES	230.00	0.00	0.00	230.00
01 2151 111 001	Sped Speech HS Salary	25,741.10	2,697.67	0.00	28,438.77
01 2151 111 003	Sped Speech Elem Salary	61,492.41	6,113.03	0.00	67,605.44
01 2151 211 001	Sped Speech HS Insurance	126.58	13.13	0.00	139.71
01 2151 211 003	Sped Speech ELEM Insurance	349.28	34.45	0.00	383.73
01 2151 221 001	Speech HS FICA	2,006.76	210.16	0.00	2,216.92
01 2151 221 003	Sped Speech Elem FICA	4,996.96	496.91	0.00	5,493.87
01 2151 231 001	Sped Speech HS Retirement	1,887.71	198.28	0.00	2,085.99
01 2151 231 003	Sped Speech Elem Retirement	4,508.45	449.31	0.00	4,957.76
01 2151 237 001	Sped Speech HS Salary	650.47	68.19	0.00	718.66
01 2151 237 003	Sped Speech Elem Inc Retirement Contr	1,553.95	154.53	0.00	1,708.48
01 2151 281 001	Sped Speech HS CASH-IN-LIEU MEDICAL INS.	400.00	40.00	0.00	440.00
01 2151 281 003	Sped Speech ElemCASH-IN-LIEU MEDICAL INS	3,600.00	360.00	0.00	3,960.00
01 2151 330 003	Sped Speech Elem Professional Developmen	1,459.80	0.00	0.00	1,459.80
01 2151 333 003	Sped Speech Elem MILEAGE PAID TO STAFF	747.06	15.41	0.00	762.47
01 2151 591 001	HS AUDIOLOGY SERVICE FROM ESU/DISTRICT	3,910.58	396.18	0.00	4,306.76
01 2151 591 003	ELEM AUDIOLOGY SERVICES ESU/DISTRICT	3,910.59	396.18	0.00	4,306.77
01 2151 610 003	Sped Speech Elem Supplies	374.08	0.00	0.00	374.08
01 2152 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	6,178.00	617.80	0.00	6,795.80
01 2152 211 003	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	36.38	3.38	0.00	39.76
01 2152 221 003	TEACHER/PROFESSIONAL FICA	474.20	47.42	0.00	521.62
01 2152 231 003	TEACHER RETIREMENT	452.83	45.41	0.00	498.24
01 2152 237 003	Increase Retirement Contributions	156.14	15.62	0.00	171.76

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		Beginning Balance	Debits	Credits	Ending Balance
01 2153 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	6,178.00	617.80	0.00	6,795.80
01 2153 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	36.38	3.38	0.00	39.76
01 2153 221 000	TEACHER/PROFESSIONAL FICA	474.20	47.42	0.00	521.62
01 2153 231 000	TEACHER RETIREMENT	452.76	45.41	0.00	498.17
01 2153 237 000	Increase Retirement Contributions	156.07	15.62	0.00	171.69
01 2161 111 002	OT Services - Middle School	1,620.00	0.00	0.00	1,620.00
01 2161 111 003	Sped Occupational Therapy Elem Salary	29,155.18	0.00	0.00	29,155.18
01 2161 211 003	Sped Occupational Therapy Elem Insurance	25.83	0.00	0.00	25.83
01 2161 221 002	OT Services Middle School - FICA	123.91	0.00	0.00	123.91
01 2161 221 003	Sped Occupational Therapy Elem FICA	2,231.76	0.00	0.00	2,231.76
01 2161 231 003	Sped Occupational Therapy ElemRetirement	373.26	0.00	0.00	373.26
01 2161 237 003	Sped OT Inc. Retirement Contributions	131.04	0.00	0.00	131.04
01 2161 320 002	PROFESSIONAL EDUCATIONAL SERVICES	1,242.17	0.00	0.00	1,242.17
01 2161 320 003	SPED OT CONTRACTED SERVICES	2,173.84	0.00	0.00	2,173.84
01 2161 333 001	SPED HS OT MILEAGE	37.99	0.00	0.00	37.99
01 2161 610 001	HS OT SUPPLIES	129.90	0.00	0.00	129.90
01 2161 610 003	Sped Occupational Therapy Elem Supplies	967.17	0.00	0.00	967.17
01 2162 111 003	PreK OT Services	2,166.75	0.00	0.00	2,166.75
01 2162 221 003	OT Services PreK - FICA	165.78	0.00	0.00	165.78
01 2163 111 000	Birth-2 OT Services	60.75	0.00	0.00	60.75
01 2163 221 000	FICA	4.65	0.00	0.00	4.65
01 2171 320 002	MS PROFESSIONAL EDUCATIONAL SERVICES	3,917.07	0.00	0.00	3,917.07
01 2171 320 003	Physical Therapy Elem Contracted Service	27,960.62	911.84	0.00	28,872.46
01 2181 591 001	HS VISUALLY IMPAIRED SERVICES	7,662.00	0.00	0.00	7,662.00
01 2181 591 003	ELEM VISUALLY IMPAIRED SERVICES	1,710.00	0.00	0.00	1,710.00
01 2220 111 001	HS Library Teacher Salary	27,366.63	2,736.67	0.00	30,103.30
01 2220 111 003	Elem Library Salary	27,366.70	2,736.67	0.00	30,103.37
01 2220 112 001	HS Library Para Salary	13,284.00	0.00	0.00	13,284.00
01 2220 112 003	Elem Library Para Salary	21,133.25	0.00	0.00	21,133.25
01 2220 211 001	HS Library BCBS, Vision, Life, Dental	149.46	14.95	0.00	164.41
01 2220 211 003	Elem Library BCBS, Vision, Life, Dental	149.60	14.97	0.00	164.57
01 2220 221 001	HS Library FICA	2,196.76	219.67	0.00	2,416.43
01 2220 221 003	Elem Library FICA	2,196.90	219.69	0.00	2,416.59
01 2220 222 001	HS Library Para FICA	1,016.21	0.00	0.00	1,016.21
01 2220 222 003	Elem Library PARA FICA	1,616.67	0.00	0.00	1,616.67
01 2220 231 001	HS Library Retirement	2,005.80	201.14	0.00	2,206.94
01 2220 231 003	Elem Library Retirement	2,005.87	201.15	0.00	2,207.02
01 2220 232 003	Elem Library PARAEDUCATOR RETIREMENT	1,549.29	0.00	0.00	1,549.29
01 2220 237 001	Library Inc Retirement Contributions	691.47	69.17	0.00	760.64
01 2220 237 003	Elem Lib Inc Retirement Contributions	1,225.74	69.18	0.00	1,294.92
01 2220 281 001	HS Libaray Teacher CASH-IN-LIEU Med Ins	1,250.00	125.00	0.00	1,375.00
01 2220 281 003	Elem Library Teacher CASH-IN-LIEU Med In	1,250.00	125.00	0.00	1,375.00
01 2220 610 001	HS Library Supplies	4,518.79	0.00	0.00	4,518.79
01 2220 610 003	Elem Library Supplies	7,922.45	0.00	0.00	7,922.45
01 2220 640 003	Elem Library Books/Periodicals	(24.99)	0.00	0.00	(24.99)

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		Beginning Balance	Debits	Credits	Ending Balance
01 2224 530 000	Internet Service	8,337.62	867.41	0.00	9,205.03
01 2230 352 001	Network Wiring	37.50	0.00	0.00	37.50
01 2230 382 001	HS Distant Learning Connection	4,099.41	1,071.03	0.00	5,170.44
01 2230 382 003	Elem Distant Learning Connection	4,099.41	1,071.03	0.00	5,170.44
01 2310 270 000	Workers Compensation	23,350.33	0.00	0.00	23,350.33
01 2310 330 000	BOARD PROFESSIONAL DEVELOPMENT	1,274.00	0.00	0.00	1,274.00
01 2310 520 000	BOE Insurance	84,509.58	0.00	0.00	84,509.58
01 2310 540 000	BOE Advertising	5,715.95	354.33	0.00	6,070.28
01 2310 810 000	BOE Dues and Fees	5,607.00	850.00	0.00	6,457.00
01 2310 890 000	BOE Misc. Expenses	5,279.00	0.00	0.00	5,279.00
01 2320 105 000	Superintendent Salary	123,750.00	12,870.00	0.00	136,620.00
01 2320 215 000	Superintendent BCBS, Vision, Life, Denta	23,213.40	2,323.07	0.00	25,536.47
01 2320 225 000	Superintendent FICA	9,395.22	988.00	10.48	10,372.74
01 2320 235 000	Superintendent Retirement	9,092.41	945.95	0.00	10,038.36
01 2320 237 000	Superintendent Inc Retire Contributions	2,816.48	325.33	0.00	3,141.81
01 2320 330 000	Superintendent Professional Development	1,365.00	0.00	0.00	1,365.00
01 2320 580 000	Superintendent Travel	164.95	0.00	0.00	164.95
01 2320 610 000	SUPERINTENDENT OFFICE SUPPLIES	125.98	0.00	0.00	125.98
01 2320 890 000	Superintendent Misc. Expenses	0.00	0.00	0.00	0.00
01 2330 317 000	District Legal Services	11,296.35	1,072.75	0.00	12,369.10
01 2410 110 001	HS Principal Secretary Salary	27,956.81	2,810.95	0.00	30,767.76
01 2410 110 003	Elem Principal Secretary Salary	25,758.59	1,579.39	0.00	27,337.98
01 2410 111 001	HS Principal Salary	87,083.30	8,708.37	0.00	95,791.67
01 2410 111 003	Elem Principal Salary	87,083.30	8,708.37	0.00	95,791.67
01 2410 210 001	HS Secretary Principal Insurance	3,838.42	426.63	0.00	4,265.05
01 2410 210 003	Elem Secretary Principal Insurance	3,856.19	437.56	0.00	4,293.75
01 2410 211 001	HS Principal Insurance	24,242.20	2,329.22	0.00	26,571.42
01 2410 211 003	Elem Principal Insurance	8,637.00	863.70	0.00	9,500.70
01 2410 220 001	HS Secretary Principal FICA	1,990.24	215.04	16.52	2,188.76
01 2410 220 003	Elem Secretary Principal FICA	1,838.14	120.81	15.01	1,943.94
01 2410 221 001	HS Principal FICA	6,636.10	668.53	4.91	7,299.72
01 2410 221 003	Elem Principal FICA	6,681.90	668.53	0.34	7,350.09
01 2410 230 001	HS Secretary Principal Retirement	2,048.90	206.60	0.00	2,255.50
01 2410 230 003	Elem Secretary Principal Retirement	1,887.29	116.09	0.00	2,003.38
01 2410 231 001	HS Principal Retirement	6,382.64	640.07	0.00	7,022.71
01 2410 231 003	Elem Principal Retirement	6,382.86	640.07	0.00	7,022.93
01 2410 237 001	HS Principal Inc Retirement Contribution	2,682.44	291.19	0.00	2,973.63
01 2410 237 003	Elem Principal Inc Retire Contributions	2,851.65	260.05	0.00	3,111.70
01 2410 330 001	HS Principal Professional Development	455.00	330.00	0.00	785.00
01 2410 330 003	Elem Principal Professional Development	270.00	0.00	0.00	270.00
01 2410 580 001	HS Principal Travel Expenses	0.00	42.54	0.00	42.54
01 2410 580 003	Elem Principal Travel Expenses	0.00	0.00	0.00	0.00
01 2410 610 001	HS Principal Supplies	651.39	0.00	0.00	651.39
01 2410 610 003	Elem Principal Supplies	5,233.70	0.00	0.00	5,233.70
01 2410 810 001	HS Principal Dues and Fees	385.00	685.00	0.00	1,070.00
01 2410 810 003	Elem Principal Dues and Fees	385.00	0.00	0.00	385.00
01 2410 890 003	Elem Principal Misc. Expenses	0.00	2,000.00	0.00	2,000.00
01 2490 330 000	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00
01 2490 580 000	ADMIN STUDENT SERV TRAVEL	0.00	0.00	0.00	0.00

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Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
	EXPENSES				
01 2510 110 000	BUSINESS MANAGER/HR/PAYROLL SALARY	65,047.20	5,890.92	0.00	70,938.12
01 2510 210 000	Superintendent Secretary Insurance	263.94	24.23	0.00	288.17
01 2510 220 000	Superintendent Secretary FICA	4,993.65	452.24	0.00	5,445.89
01 2510 230 000	Superintendent Secretary Retirement	4,768.89	432.99	0.00	5,201.88
01 2510 237 000	Super Secretary Inc Retire Contributions	1,643.66	148.90	0.00	1,792.56
01 2510 310 000	Employee Assistant Program	2,889.00	0.00	0.00	2,889.00
01 2510 315 000	Accounting and Auditing Services	7,038.00	7,850.00	0.00	14,888.00
01 2510 330 000	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	1,121.00	0.00	0.00	1,121.00
01 2510 382 001	HS Telephone	1,886.54	210.79	0.00	2,097.33
01 2510 382 003	Elem Telephone	842.25	210.79	0.00	1,053.04
01 2510 440 000	Superintendent Copier/Mail Lease	593.13	142.53	0.00	735.66
01 2510 531 001	HS Postage	2,012.72	0.00	0.00	2,012.72
01 2510 531 003	Elem Postage	735.48	289.99	0.00	1,025.47
01 2510 580 000	TRAVEL EXPENSES	995.58	0.00	0.00	995.58
01 2510 610 000	CENTRAL OFFICE SUPPLIES	2,470.22	2,256.00	0.00	4,726.22
01 2510 810 000	DUES AND FEES	1,271.04	0.00	0.00	1,271.04
01 2510 890 000	Superintendent Secretary Misc. Expenses	4,290.94	229.12	0.00	4,520.06
01 2610 110 001	HS Custodian Salary	66,466.10	10,275.47	0.00	76,741.57
01 2610 110 003	Elem Custodian Salary	41,782.72	5,824.07	0.00	47,606.79
01 2610 130 001	OVERTIME for Custodial	889.46	0.00	0.00	889.46
01 2610 130 003	OVERTIME for Custodial	141.05	0.00	0.00	141.05
01 2610 210 001	HS Custodian Insurance	5,499.06	1,033.77	0.00	6,532.83
01 2610 210 003	Elem Custodian Insurance	116.14	59.62	0.00	175.76
01 2610 220 001	HS Custodian FICA	4,988.45	786.07	12.10	5,762.42
01 2610 220 003	Elem Custodian FICA	3,197.34	445.53	2.45	3,640.42
01 2610 230 001	HS Custodian Retirement	4,438.64	755.25	0.00	5,193.89
01 2610 230 003	Elem Custodian Retirement	3,073.77	428.07	0.00	3,501.84
01 2610 237 001	HS Custodian In Retire Contributions	1,530.52	259.75	0.00	1,790.27
01 2610 237 003	Elem Custodian Inc Retirement Contributi	1,059.75	147.24	0.00	1,206.99
01 2610 290 001	HS Custodian LTD	143.95	12.06	0.00	156.01
01 2610 290 003	Elem Custodian LTD	144.48	14.61	0.00	159.09
01 2610 333 001	MILEAGE PAID TO STAFF	58.96	0.00	0.00	58.96
01 2610 410 001	HS Water & Sewer	10,056.03	1,611.00	0.00	11,667.03
01 2610 410 003	Elem Water & Sewer	6,265.99	1,885.30	0.00	8,151.29
01 2610 431 001	HS Upkeep of Building	9,843.86	1,404.35	0.00	11,248.21
01 2610 431 003	Elem Upkeep of Building	12,613.10	1,421.74	0.00	14,034.84
01 2610 520 001	HS Building Insurance	36,903.57	0.00	0.00	36,903.57
01 2610 520 003	Elem Building Insurance	36,903.57	0.00	0.00	36,903.57
01 2610 610 001	HS Custodian Supplies	27,132.12	1,250.49	0.00	28,382.61
01 2610 610 003	Elem Custodian Supplies	15,581.55	250.00	0.00	15,831.55
01 2610 621 001	HS Utilities	98,090.67	8,479.04	0.00	106,569.71
01 2610 621 003	Elem Utilities	55,339.40	4,208.02	0.00	59,547.42
01 2620 340 001	HS MAINTENANCE PROFESSIONAL SERVICE	0.00	0.00	0.00	0.00
01 2620 420 001	HS Cleaning Service	26,735.00	0.00	0.00	26,735.00
01 2620 420 003	Elem Cleaning Service	65,888.00	0.00	0.00	65,888.00
01 2620 431 001	HS Repairs & Maintenance	40,124.02	13,540.34	0.00	53,664.36
01 2620 431 003	Elem Repairs & Maintenance	29,831.84	988.00	0.00	30,819.84
01 2620 440 001	HS Rentals of land, building, equip	6,290.72	0.00	0.00	6,290.72
01 2620 610 000	GENERAL SUPPLIES	3,100.00	0.00	0.00	3,100.00

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Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2620 720 001	HS Building Improvements	0.00	0.00	0.00	0.00
01 2620 720 003	Elem Building Improvements	3,215.00	0.00	0.00	3,215.00
01 2630 431 001	CARE & UPKEEP OF FB FIELD	9,034.11	5,350.00	0.00	14,384.11
01 2650 431 000	Vehicle Repairs & Maintenance	8,318.38	1,321.45	0.00	9,639.83
01 2650 610 000	Vehicle Supplies	286.83	0.00	0.00	286.83
01 2650 626 000	Vehicle Gasoline	0.00	401.87	0.00	401.87
01 2650 890 000	Other Vehicle Expenses	28.00	0.00	0.00	28.00
01 2660 340 000	Security Service	550.00	0.00	0.00	550.00
01 2660 610 000	Security Supplies	331.15	0.00	0.00	331.15
01 2710 110 000	Bus Driver Regular Ed Salary	152,258.84	5,411.40	101.40	157,568.84
01 2710 150 000	Phone Stipend	320.00	80.00	0.00	400.00
01 2710 210 000	Bus Driver Regular Ed Insurance	989.38	95.41	0.00	1,084.79
01 2710 220 000	Bus Driver Regular Ed FICA	11,685.45	414.06	0.07	12,099.44
01 2710 230 000	Bus Driver Regular Ed Retirement	8,066.24	344.60	0.00	8,410.84
01 2710 237 000	Bus Increase Retire Contributions	2,801.66	118.51	0.00	2,920.17
01 2710 330 000	BUS PROFESSIONAL DEVEOPMENT	3,775.00	0.00	0.00	3,775.00
01 2710 520 000	Bus Insurance	25,781.95	0.00	0.00	25,781.95
01 2710 580 000	TRAVEL EXPENSES	0.00	107.00	0.00	107.00
01 2710 610 000	BUS SUPPLIES	4,642.50	0.00	0.00	4,642.50
01 2710 626 000	Bus Gas and Oil	60,758.19	1,300.86	73.36	61,985.69
01 2710 732 000	Bus Replacement	49,800.00	0.00	0.00	49,800.00
01 2710 890 000	Bus Misc. Expenses	11,560.00	350.00	0.00	11,910.00
01 2712 110 000	Bus Driver Sped Salary	21,293.96	1,512.76	0.00	22,806.72
01 2712 112 000	PARAEDUCATORS SALARY	5,712.93	23.63	0.00	5,736.56
01 2712 112 003	Bus Driver Sped Salary	2,696.06	0.00	0.00	2,696.06
01 2712 220 000	Bus Driver Sped FICA	1,628.99	115.72	0.00	1,744.71
01 2712 222 000	PARA FICA	437.02	1.81	0.00	438.83
01 2712 222 003	PARA FICA	206.26	0.00	0.00	206.26
01 2712 230 000	Bus Driver Sped Retirement	1,561.97	82.91	0.00	1,644.88
01 2712 232 000	PARAEDUCATOR RETIREMENT	95.63	0.00	0.00	95.63
01 2712 232 003	PARAEDUCATOR RETIREMENT	198.17	0.00	0.00	198.17
01 2712 237 000	SPED Bus Inc Retire Contributions	571.43	28.51	0.00	599.94
01 2712 237 003	Increase Retirement Contributions	68.16	0.00	0.00	68.16
01 2712 610 000	GENERAL SUPPLIES	1,735.00	0.00	0.00	1,735.00
01 2720 111 000	Transportation Monitoring Services	2,883.30	288.33	0.00	3,171.63
01 2720 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	961.60	96.51	0.00	1,058.11
01 2720 221 000	TEACHER/PROFESSIONAL FICA	218.81	22.13	0.25	240.69
01 2720 231 000	TEACHER RETIREMENT	211.32	21.19	0.00	232.51
01 2720 237 000	Increase Retirement Contributions	72.88	7.29	0.00	80.17
01 2730 431 000	BUS & VEHICLE SERVICING & MAINTENANCE	61,598.44	15,036.72	448.63	76,186.53
01 2900 610 001 0 001	Athletics	1,000.00	529.36	0.00	1,529.36
01 2900 610 001 0 003	Music	2,603.25	0.00	0.00	2,603.25
01 2900 610 001 0 012	National Honor Society	385.00	0.00	0.00	385.00
01 2900 610 001 0 028	Drama	2,000.00	0.00	0.00	2,000.00
01 2900 610 001 2	Commencement	836.72	0.00	0.00	836.72
01 3100 110 000	Food Service Salary	0.00	994.89	994.89	0.00
01 3100 130 000	OVERTIME for Food Services	0.00	0.00	0.00	0.00
01 3100 210 000	NON - INSTRUCTIONAL INSURANCE	0.00	639.62	639.62	0.00
01 3100 220 000	Food Service FICA	0.00	76.34	76.34	0.00
01 3100 230 000	Food Service Retirement	0.00	73.13	73.13	0.00
01 3100 237 000	Food Service Inc Retire Contributions	0.00	25.15	25.15	0.00
01 3100 290 000	Food Service LTD	0.00	0.00	0.00	0.00

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Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 3300 110 003	Rec Program Salary	27,334.60	0.00	0.00	27,334.60
01 3300 210 003	Rec Program Insurance	847.61	0.00	0.00	847.61
01 3300 220 003	Rec Program FICA	2,056.65	0.00	0.00	2,056.65
01 3300 230 003	Rec Program Retirement	2,003.59	0.00	0.00	2,003.59
01 3300 237 003	REC Inc Retirement Contributions	690.81	0.00	0.00	690.81
01 3300 610 003	Rec Program Supplies	5,053.61	0.00	0.00	5,053.61
01 3300 890 003	Rec Program Misc. Expenses	2,010.44	0.00	0.00	2,010.44
01 3535 113 003	HAL Sub	77.75	0.00	0.00	77.75
01 3535 223 003	SUBSTITUTE TEACHER FICA	5.95	0.00	0.00	5.95
01 3535 610 000	HAL Supplies	1,325.00	0.00	0.00	1,325.00
01 3540 110 003	Preschool Para/Bus Driver/Custodian Sala	12,648.01	0.00	0.00	12,648.01
01 3540 111 003	Preschool Teacher/Principal Salary	30,440.50	2,955.60	0.00	33,396.10
01 3540 211 003	Preschool Teacher/Principal Insurance	12,120.79	1,210.89	1.57	13,330.11
01 3540 220 003	Preschool Para/Bus Driver/Custodian FICA	967.60	0.00	0.00	967.60
01 3540 221 003	Preschool Teacher/Principal FICA	2,321.38	245.50	20.15	2,546.73
01 3540 230 003	Preschool Para/BD/custodian RETIREMENT	926.84	0.00	0.00	926.84
01 3540 231 003	Preschool Teacher/Principal Retirement	2,229.68	217.25	0.00	2,446.93
01 3540 237 003	Preschool Inc Retire Contributions	1,088.94	74.72	0.00	1,163.66
01 3540 281 003	Preschool Teacher CASH-IN-LIEU MED. INS	0.00	250.00	250.00	0.00
01 3551 610 001	CAREER EDUCATION SUPPLIES	7,232.83	0.00	0.00	7,232.83
01 3552 610 000	SCHOOL SAFETY AND SECURITY ACT	0.00	0.00	0.00	0.00
01 6200 111 003	Title 1 Teacher Salary	39,681.65	3,968.16	0.00	43,649.81
01 6200 211 003	Title 1 Teacher Insurance	8,346.00	766.46	0.00	9,112.46
01 6200 221 003	Title 1 Teacher FICA	3,046.40	304.63	0.00	3,351.03
01 6200 231 003	Title 1 Teacher Retirement	2,908.60	291.66	0.00	3,200.26
01 6200 237 003	Title 1 Inc Retirement Contributions	1,002.75	100.31	0.00	1,103.06
01 6200 610 003	Title 1 Supplies	4,359.11	0.00	0.00	4,359.11
01 6310 111 000	SALARIES NCLB TITLE II A	1,053.00	0.00	0.00	1,053.00
01 6310 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	399.50	0.00	0.00	399.50
01 6310 221 000	TEACHER/PROFESSIONAL FICA NCLB TITLE IIA	79.92	0.00	0.00	79.92
01 6310 231 000	RETIREMENT NCLB TITLE II A	77.31	0.00	0.00	77.31
01 6310 237 000	Increase Retirement Contributions	26.58	0.00	0.00	26.58
01 6406 111 003	IDEA Preschool Teacher Salary	0.00	0.00	0.00	0.00
01 6406 112 003	PARAEDUCATORS SALARY	3,339.65	0.00	0.00	3,339.65
01 6406 211 003	IDEA Preschool Teacher Insrurance	0.00	0.00	0.00	0.00
01 6406 221 003	IDEA Preschool Teacher FICA	0.00	0.00	0.00	0.00
01 6406 222 003	PARA FICA	255.47	0.00	0.00	255.47
01 6406 231 003	IDEA Preschool Teacher Retirement	0.00	0.00	0.00	0.00
01 6406 232 003	PARAEDUCATOR RETIREMENT	241.98	0.00	0.00	241.98
01 6406 237 003	Increase Retirement Contributions	84.41	0.00	0.00	84.41
01 6408 111 000	IDEA BIRTH-4 TEACHER SALARY	28,581.76	5,131.49	0.00	33,713.25
01 6408 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	23,826.54	850.29	0.00	24,676.83
01 6408 112 000	ECH PARAEDUCATORS SALARY	139.52	0.00	0.00	139.52
01 6408 112 003	IDEA ENROLLMENT/POVERTY PARA SALARY	21,956.28	723.06	0.00	22,679.34
01 6408 211 000	IDEA BIRTH-4 TEACHER INSURANCE	5,559.34	685.50	0.00	6,244.84
01 6408 211 003	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	3,054.15	302.93	0.00	3,357.08

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Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 6408 221 000	IDEA BIRTH-4 TEACHER FICA	2,182.41	393.96	1.43	2,574.94
01 6408 221 003	TEACHER/PROFESSIONAL FICA	1,824.81	65.28	0.37	1,889.72
01 6408 222 000	ECH PARA FICA	10.67	0.00	0.00	10.67
01 6408 222 003	IDEA ENROLLMENT/POVERTY PARA FICA	1,679.67	55.31	0.00	1,734.98
01 6408 231 000	IDEA BIRTH-4 TEACHER RETIREMENT	2,095.67	377.15	0.00	2,472.82
01 6408 231 003	TEACHER RETIREMENT	1,735.90	62.49	0.00	1,798.39
01 6408 232 000	ECH PARAEDUCATOR RETIREMENT	10.26	0.00	0.00	10.26
01 6408 232 003	IDEA ENROLLMENT/POVERTY PARA RETIREMENT	1,609.36	53.14	0.00	1,662.50
01 6408 237 000	Increase Retirement Contributions	725.75	129.70	0.00	855.45
01 6408 237 003	Increase Retirement Contributions	1,156.51	39.77	0.00	1,196.28
01 6408 320 000	IDEA Part B Birth-4 Pre-diagnosis	11,121.27	1,500.95	0.00	12,622.22
01 6408 320 003	PREK PROFESSIONAL EDUCATIONAL SERVICES	4,226.68	20.25	0.00	4,246.93
01 6408 591 000	EARLY CHILDHOOD SERVICES ESU/DISTRICT	3,086.53	353.35	0.00	3,439.88
01 6408 591 003	PREK PURCHASED SERVICE FROM ESU/DISTRICT	2,114.39	244.52	0.00	2,358.91
01 6418 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	336.00	0.00	0.00	336.00
01 6418 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	114.37	0.00	0.00	114.37
01 6418 221 000	TEACHER/PROFESSIONAL FICA	25.57	0.00	0.00	25.57
01 6418 231 000	TEACHER RETIREMENT	24.70	0.00	0.00	24.70
01 6418 237 000	Increase Retirement Contributions	8.49	0.00	0.00	8.49
01 6421 210 001	NON - INSTRUCTIONAL INSURANCE	148.98	0.00	0.00	148.98
01 6421 210 003	NON - INSTRUCTIONAL INSURANCE	287.70	0.00	0.00	287.70
01 6421 220 001	NON-INSTRUCTIONAL FICA	40.36	0.00	0.00	40.36
01 6421 220 003	NON-INSTRUCTIONAL FICA	59.43	0.00	0.00	59.43
01 6421 230 001	NON-INSTRUCTIONAL RETIREMENT	36.77	0.00	0.00	36.77
01 6421 230 003	NON-INSTRUCTIONAL RETIREMENT	55.08	0.00	0.00	55.08
01 6421 237 001	Increase Retirement Contributions	13.36	0.00	0.00	13.36
01 6421 237 003	Increase Retirement Contributions	19.68	0.00	0.00	19.68
01 6421 330 001	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	530.00	0.00	0.00	530.00
01 6421 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	780.00	0.00	0.00	780.00
01 6700 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	1,477.13	0.00	0.00	1,477.13
01 6700 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	231.90	0.00	0.00	231.90
01 6700 221 000	TEACHER/PROFESSIONAL FICA	112.90	0.00	0.00	112.90
01 6700 231 000	TEACHER RETIREMENT	81.70	0.00	0.00	81.70
01 6700 237 000	Increase Retirement Contributions	28.09	0.00	0.00	28.09
01 6700 580 000	TRAVEL EXPENSES	1,006.25	0.00	0.00	1,006.25
01 6700 610 001	CARL PERKINS SUPPLIES	2.00	0.00	0.00	2.00
01 6998 111 000	Mental Health Grant	0.00	1,764.00	0.00	1,764.00
01 6998 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	0.00	464.38	0.00	464.38
01 6998 221 000	TEACHER/PROFESSIONAL FICA	0.00	135.31	1.98	133.33
01 6998 231 000	TEACHER RETIREMENT	0.00	115.27	0.00	115.27
01 6998 237 000	Increase Retirement Contributions	0.00	39.61	0.00	39.61
01 6998 610 000	MENTAL HEALTH GENERAL SUPPLIES	12,031.29	0.00	0.00	12,031.29
01 6998 610 001	ESSER III GENERAL SUPPLIES	23,600.00	0.00	0.00	23,600.00

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Fund: 01 GENERAL FUND

			Beginning Balance	Debits	Credits	Ending Balance
01 6998 610 003		ESSER III GENERAL SUPPLIES	7,137.38	0.00	0.00	7,137.38
01 6998 640 001		ESSER III	32,599.84	0.00	0.00	32,599.84
01 6998 732 000		VEHICLE EXPENSES	38,989.00	0.00	0.00	38,989.00
01 8000 900 000		Fund Transfer to Depr. OTHER ITEMS	0.00	0.00	0.00	0.00
01 8000 912 000		FUND TRANSFERS TO LUNCH FUND	16,445.25	0.00	0.00	16,445.25
01 8000 913 000		FUND TRANSFERS TO ACTIVITITIES FUND	0.00	100.00	0.00	100.00
Total:	Expenditure		7,541,649.57	668,703.61	11,304.99	8,199,048.19
Total:	01		25,300,833.93	2,039,480.67	1,729,392.44	25,686,815.08

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Fund: 02 Depreciation

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
02 101		CASH	158,537.95	43.00	0.00	158,580.95
Total:	Current Assets		158,537.95	43.00	0.00	158,580.95
Fund Balance						
02 704		FUND BALANCE	158,537.95	0.00	43.00	158,580.95
Total:	Fund Balance		158,537.95	0.00	43.00	158,580.95
Revenue						
02 1510		INTEREST ON INVESTMENTS	692.16	0.00	43.00	735.16
02 5301		INSURANCE ADJUSTMENTS	7,850.00	0.00	0.00	7,850.00
Total:	Revenue		8,542.16	0.00	43.00	8,585.16
Expenditure						
02 2590 810 000		DUES AND FEES	24.00	0.00	0.00	24.00
02 2900 732 000		Bus Replacement	182,149.00	0.00	0.00	182,149.00
Total:	Expenditure		182,173.00	0.00	0.00	182,173.00
Total:	02		507,791.06	43.00	86.00	507,920.06

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 03 Unemployment

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
03 101			CASH	20,064.92	155.05	0.00	20,219.97
03 106			SAVINGS CERTIFICATES	20,000.00	0.00	0.00	20,000.00
	Total:	Current Assets		40,064.92	155.05	0.00	40,219.97
Fund Balance							
03 704			FUND BALANCE	40,064.92	0.00	155.05	40,219.97
	Total:	Fund Balance		40,064.92	0.00	155.05	40,219.97
Revenue							
03 1510			INTEREST ON INVESTMENTS	511.22	0.00	155.05	666.27
	Total:	Revenue		511.22	0.00	155.05	666.27
	Total:	03		80,641.06	155.05	310.10	81,106.21

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 05 Activity Fund

		Beginning Balance	Debits	Credits	Ending Balance
Current Assets					
05 101	CASH	199,796.94	9,976.24	19,060.85	190,712.33
Total: Current Assets		199,796.94	9,976.24	19,060.85	190,712.33
Fund Balance					
05 704 0001	ATHLETICS	17,830.11	4,380.27	0.00	13,449.84
05 704 0002	ANNUAL	4,284.57	0.00	0.00	4,284.57
05 704 0003	MUSIC	0.00	0.00	867.90	867.90
05 704 0004	ELEMENTARY UNIT	12,921.23	0.00	80.00	13,001.23
05 704 0005	STUDENT COUNCIL	6,781.80	0.00	0.00	6,781.80
05 704 0006	FFA	17,510.30	121.73	0.00	17,388.57
05 704 0007	HIGH SCHOOL UNIT	1,505.60	0.00	1,573.44	3,079.04
05 704 0008	LIFE SKILLS	463.01	0.00	0.00	463.01
05 704 0009	FCCLA	1,463.62	110.00	326.08	1,679.70
05 704 0010	MISC ACCOUNT	5,978.05	1,410.26	0.00	4,567.79
05 704 0011	ART CLUB	624.22	0.00	0.00	624.22
05 704 0012	NATIONAL HONOR SOCIETY	1,040.21	0.00	0.00	1,040.21
05 704 0013	SPEECH	243.38	0.00	0.00	243.38
05 704 0014	1ST GRADE	677.58	0.00	0.00	677.58
05 704 0015	BOYS BASKETBALL	678.81	293.60	40.00	425.21
05 704 0016	CONCESSIONS	4,921.15	0.00	0.00	4,921.15
05 704 0017	GIRLS BASKETBALL	1,448.02	0.00	1,170.00	2,618.02
05 704 0019	INTEREST	964.72	0.00	18.02	982.74
05 704 0020	VIDEO BOARD FUND	15,573.44	1,573.44	296.00	14,296.00
05 704 0021	HS TRACK	1,925.72	156.00	4,000.00	5,769.72
05 704 0022	FIELDS SCHOLARSHIP	4,063.80	0.00	0.00	4,063.80
05 704 0023	CROSS COUNTRY	852.82	0.00	0.00	852.82
05 704 0024	INDUSTRIAL ARTS SHOP	1,510.05	0.00	0.00	1,510.05
05 704 0025	LIBRARY	1,024.10	0.00	0.00	1,024.10
05 704 0026	PARTY GROUP	769.76	0.00	0.00	769.76
05 704 0027	CLASS OF 2024	386.75	0.00	0.00	386.75
05 704 0028	MUSICAL/DRAMA	12,836.00	0.00	0.00	12,836.00
05 704 0029	WRESTLING	2,046.03	0.00	0.00	2,046.03
05 704 0030	GENERAL FUND REIMBURSEMENT	(100.00)	11,270.98	100.00	(11,270.98)
05 704 0031	ELEM STUDENT COUNCIL	1,223.83	0.00	0.00	1,223.83
05 704 0032	WEIGHTS	1,050.86	0.00	0.00	1,050.86
05 704 0033	VOLLEYBALL ACCOUNT	4,570.59	1,027.18	762.00	4,305.41
05 704 0034	IMPREST FUND	2,000.00	0.00	0.00	2,000.00
05 704 0035	BENNET BOOSTERS	0.00	0.00	0.00	0.00
05 704 0036	CHEERLEADING	8,892.96	0.00	2,126.24	11,019.20
05 704 0037	BENNET BACK-PACK PROGRAM	1,346.83	0.00	0.00	1,346.83
05 704 0038	CLASS OF 2023	0.00	0.00	0.00	0.00
05 704 0039	FAMILY PASSES	8,955.00	0.00	0.00	8,955.00
05 704 0040	STUDENT FEES	7,630.96	0.00	0.00	7,630.96
05 704 0041	QUIZ BOWL	560.08	0.00	0.00	560.08
05 704 0042	JR HIGH BASKETBALL	236.00	0.00	0.00	236.00
05 704 0043	PANTHER STORE	10,928.00	0.00	0.00	10,928.00
05 704 0047	NATIONAL BREAST CANCER FOUNDATION	0.00	0.00	0.00	0.00
05 704 0048	CHESS CLUB	286.16	0.00	0.00	286.16
05 704 0049	SHOW CHOIR	845.35	0.00	0.00	845.35
05 704 0050	CHROMEBOOK INSURANCE	15,967.32	0.00	105.00	16,072.32
05 704 0051	GOLF	644.40	0.00	0.00	644.40
05 704 0052	CIRCLE OF FRIENDS	1,379.13	0.00	0.00	1,379.13
05 704 0054	UNIFIED SPORTS	589.87	0.00	0.00	589.87

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 05 Activity Fund

		Beginning Balance	Debits	Credits	Ending Balance
05 704 0055	FOOTBALL	1,404.57	25.00	85.00	1,464.57
05 704 0056	ASPIRE ACADEMY	3,718.62	265.83	0.00	3,452.79
05 704 0057	CHICK-FIL-A GRANT/PLAYGROUND	1,050.00	0.00	0.00	1,050.00
05 704 0058	CLASS OF 2025	4,148.83	0.00	0.00	4,148.83
05 704 0059	CLASS OF 2026	650.00	0.00	0.00	650.00
05 704 0060	CLASS OF 2027	491.58	0.00	0.00	491.58
05 704 0061	CLASS OF 2028	491.58	0.00	0.00	491.58
05 704 0062	CLASS OF 2029	509.57	0.00	0.00	509.57
Total: Fund Balance		199,796.94	20,634.29	11,549.68	190,712.33
Revenue					
05 1710 0001	ATHLETIC ADMISSIONS REVENUE	24,520.26	0.00	0.00	24,520.26
05 1710 0028	MUSICAL/DRAMA ADMISSIONS REVENUE	4,837.25	0.00	0.00	4,837.25
05 1790 0001	OTHER ACTIVITY REVENUE	34,677.20	0.00	0.00	34,677.20
05 1790 0002	ANNUAL REVENUE	1,840.00	0.00	0.00	1,840.00
05 1790 0003	MUSIC REVENUE	4,658.18	0.00	867.90	5,526.08
05 1790 0004	ELEMENTARY PRINCIPAL REVENUE	717.95	0.00	80.00	797.95
05 1790 0005	STUDENT COUNCIL REVENUE	3,363.50	0.00	0.00	3,363.50
05 1790 0006	FFA REVENUE	20,253.47	0.00	0.00	20,253.47
05 1790 0007	HIGH SCHOOL PRINCIPAL REVENUE	300.00	0.00	1,573.44	1,873.44
05 1790 0008	LIFE SKILLS REVENUE	302.50	0.00	0.00	302.50
05 1790 0009	FCCLA REVENUE	16,041.20	0.00	326.08	16,367.28
05 1790 0010	MISC ACCOUNT REVENUE	2,320.00	0.00	0.00	2,320.00
05 1790 0011	ART CLUB REVENUE	1,695.38	0.00	0.00	1,695.38
05 1790 0012	NATIONAL HONOR SOCIETY REVENUE	554.00	0.00	0.00	554.00
05 1790 0015	BOYS BASKETBALL HS REVENUE	5,820.20	0.00	40.00	5,860.20
05 1790 0016	CONCESSIONS REVENUE	30,747.35	0.00	0.00	30,747.35
05 1790 0017	GIRLS BASKETBALL HS REVENUE	1,774.50	0.00	1,170.00	2,944.50
05 1790 0019	INTEREST REVENUE	158.59	0.00	18.02	176.61
05 1790 0020	VIDEO BOARD FUND	12,500.00	1,573.44	296.00	11,222.56
05 1790 0021	HS TRACK	2,064.00	0.00	4,000.00	6,064.00
05 1790 0023	CROSS COUNTRY REVENUE	1,463.00	0.00	0.00	1,463.00
05 1790 0024	INDUSTRIAL ARTS SHOP REVENUE	637.35	0.00	0.00	637.35
05 1790 0025	LIBRARY REVENUE	5.00	0.00	0.00	5.00
05 1790 0027	CLASS OF 2024 REVENUE	500.00	0.00	0.00	500.00
05 1790 0028	MUSICAL/DRAMA REVENUE	4,554.00	0.00	0.00	4,554.00
05 1790 0029	WRESTLING REVENUE	1,234.00	0.00	0.00	1,234.00
05 1790 0030	GENERAL FUND REIMBURSEMENT REVENUE	26,760.35	0.00	100.00	26,860.35
05 1790 0031	ELEM STUDENT COUNCIL REVENUE	848.40	0.00	0.00	848.40
05 1790 0032	WEIGHTS REVENUE	1,049.08	0.00	0.00	1,049.08
05 1790 0033	VOLLEYBALL REVENUE	8,430.00	0.00	762.00	9,192.00
05 1790 0036	CHEERLEADING REVENUE	14,439.42	0.00	2,126.24	16,565.66
05 1790 0037	BENNET BACK-PACK PROGRAM REVENUE	400.00	0.00	0.00	400.00
05 1790 0038	CLASS OF 2023 REVENUE	(2,344.73)	0.00	0.00	(2,344.73)
05 1790 0039	FAMILY PASSES REVENUE	(713.00)	0.00	0.00	(713.00)
05 1790 0040	STUDENT FEES REVENUE	7,630.96	0.00	0.00	7,630.96
05 1790 0042	JR HIGH BASKETBALL REVENUE	146.00	0.00	0.00	146.00
05 1790 0043	PANTHER STORE	10,928.00	0.00	0.00	10,928.00
05 1790 0047	NATIONAL BREAST CANCER FOUNDATION REVENU	12.13	0.00	0.00	12.13
05 1790 0048	CHESS CLUB	410.00	0.00	0.00	410.00
05 1790 0049	SHOW CHOIR REVENUE	1,928.79	0.00	0.00	1,928.79

Fund: 05 Activity Fund

		Beginning Balance	Debits	Credits	Ending Balance
05 1790 0050	CHROMEBOOK INSURANCE REVENUE	1,770.00	0.00	105.00	1,875.00
05 1790 0051	GOLF REVENUE	820.20	0.00	0.00	820.20
05 1790 0052	CIRCLE OF FRIENDS REVENUE	785.00	0.00	0.00	785.00
05 1790 0055	FOOTBALL	4,367.00	0.00	85.00	4,452.00
05 1790 0056	ASPIRE ACADEMY REVENUE	7,785.75	0.00	0.00	7,785.75
05 1790 0058	CLASS OF 2025	7,529.85	0.00	0.00	7,529.85
05 1790 0059	CLASS OF 2026	650.00	0.00	0.00	650.00
05 1790 0060	CLASS OF 2027	491.58	0.00	0.00	491.58
05 1790 0061	CLASS OF 2028	491.58	0.00	0.00	491.58
05 1790 0062	CLASS OF 2029	509.57	0.00	0.00	509.57
Total: Revenue		272,664.81	1,573.44	11,549.68	282,641.05
Expenditure					
05 2900 610 000 0 001	ATHLETIC EXPENSE	80,167.09	4,380.27	0.00	84,547.36
05 2900 610 000 0 002	ANNUAL EXPENSE	7,820.52	0.00	0.00	7,820.52
05 2900 610 000 0 003	MUSIC EXPENSE	5,067.41	0.00	0.00	5,067.41
05 2900 610 000 0 004	ELEMENTARY PRINCIPAL EXPENSE	829.09	0.00	0.00	829.09
05 2900 610 000 0 005	STUDENT COUNCIL EXPENSE	2,111.85	0.00	0.00	2,111.85
05 2900 610 000 0 006	FFA EXPENSE	16,087.56	121.73	0.00	16,209.29
05 2900 610 000 0 007	HIGH SCHOOL PRINCIPAL EXPENSE	911.42	0.00	0.00	911.42
05 2900 610 000 0 008	LIFE SKILLS EXPENSE	334.92	0.00	0.00	334.92
05 2900 610 000 0 009	FCCLA EXPENSE	15,687.12	110.00	0.00	15,797.12
05 2900 610 000 0 010	MISC. ACCOUNT EXPENSE	1,290.33	1,410.26	0.00	2,700.59
05 2900 610 000 0 011	ART CLUB EXPENSE	1,420.58	0.00	0.00	1,420.58
05 2900 610 000 0 012	NATIONAL HONOR SOCIETY EXPENSE	200.62	0.00	0.00	200.62
05 2900 610 000 0 015	BOYS BASKETBALL HS EXPENSE	6,197.08	293.60	0.00	6,490.68
05 2900 610 000 0 016	CONCESSION EXPENSE	26,297.39	0.00	0.00	26,297.39
05 2900 610 000 0 017	GIRLS BASKETBALL EXPENSE	1,656.87	0.00	0.00	1,656.87
05 2900 610 000 0 021	HS TRACK	1,927.12	156.00	0.00	2,083.12
05 2900 610 000 0 022	FIELDS SCHOLARSHIP EXPENSE	200.00	0.00	0.00	200.00
05 2900 610 000 0 023	CROSS COUNTRY	2,994.49	0.00	0.00	2,994.49
05 2900 610 000 0 024	INDUSTRIAL ARTS SHOP EXPENSE	43.12	0.00	0.00	43.12
05 2900 610 000 0 025	LIBRARY EXPENSE	140.00	0.00	0.00	140.00
05 2900 610 000 0 026	PARTY GROUP EXPENSE	23.03	0.00	0.00	23.03
05 2900 610 000 0 027	CLASS OF 2024	2,567.25	0.00	0.00	2,567.25
05 2900 610 000 0 028	MUSICAL/DRAMA EXPENSE	5,480.37	0.00	0.00	5,480.37
05 2900 610 000 0 029	WRESTLING EXPENSE	650.00	0.00	0.00	650.00
05 2900 610 000 0 030	GENERAL FUND REIMBURSEMENT EXPENSE	14,104.77	11,270.98	0.00	25,375.75
05 2900 610 000 0 031	ELEM STUDENT COUNCIL EXPENSE	865.85	0.00	0.00	865.85
05 2900 610 000 0 032	WEIGHTS EXPENSE	4,083.00	0.00	0.00	4,083.00
05 2900 610 000 0 033	VOLLEYBALL EXPENSE	11,128.23	1,027.18	0.00	12,155.41
05 2900 610 000 0 035	BENNET BOOSTERS EXPENSE	1,589.67	0.00	0.00	1,589.67
05 2900 610 000 0 036	CHEERLEADING EXPENSE	16,132.59	0.00	0.00	16,132.59
05 2900 610 000 0 042	JR HIGH BASKETBALL EXPENSE	50.00	0.00	0.00	50.00
05 2900 610 000 0 047	NATIONAL BREAST CANCER FOUNDATION EXPENS	12.14	0.00	0.00	12.14
05 2900 610 000 0 048	CHESS CLUB	123.84	0.00	0.00	123.84
05 2900 610 000 0 049	SHOW CHOIR EXPENSE	1,202.99	0.00	0.00	1,202.99
05 2900 610 000 0 050	CHROMEBOOK INSURANCE EXPENSE	31,504.30	0.00	0.00	31,504.30
05 2900 610 000 0 051	GOLF EXPENSE	713.80	0.00	0.00	713.80
05 2900 610 000 0 052	CIRCLE OF FRIENDS	384.88	0.00	0.00	384.88

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 05 Activity Fund

			Beginning Balance	Debits	Credits	Ending Balance
05 2900 610 000 0 054		UNIFIED SPORTS	410.92	0.00	0.00	410.92
05 2900 610 000 0 055		FOOTBALL	12,015.48	25.00	0.00	12,040.48
05 2900 610 000 0 056		ASPIRE ACADEMY	4,762.16	265.83	0.00	5,027.99
05 2900 610 000 0 058		CLASS OF 2025	3,381.02	0.00	0.00	3,381.02
Total:	Expenditure		282,570.87	19,060.85	0.00	301,631.72
Total:	05		954,829.56	51,244.82	42,160.21	965,697.43

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 06 LUNCH FUND

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
06 101		CASH	223,701.86	1,397.62	2,725.82	222,373.66
Total:	Current Assets		223,701.86	1,397.62	2,725.82	222,373.66
Fund Balance						
06 704		FUND BALANCE	223,701.86	2,725.82	1,397.62	222,373.66
Total:	Fund Balance		223,701.86	2,725.82	1,397.62	222,373.66
Revenue						
06 1510		INTEREST ON INVESTMENTS	205.54	0.00	20.22	225.76
06 1620		DAILY SALES OF BREAK/LUNCH/MILK	197,931.31	0.00	1,222.07	199,153.38
06 3150		STATE REIMBURSEMENT(OF NUTRITION PROG)	161,945.24	0.00	0.00	161,945.24
06 5200		TRANSFER OF FUNDS	15,941.21	0.00	0.00	15,941.21
06 5690		OTHER NON-REVENUE RECEIPTS	2,348.55	0.00	155.33	2,503.88
Total:	Revenue		378,371.85	0.00	1,397.62	379,769.47
Expenditure						
06 3100 110 000		SALARIES TO NON-INSTRUCTIONAL EMPLOYEES	156,170.96	994.89	0.00	157,165.85
06 3100 290 000		LUNCH PROGRAM EMPLOYEE BENEFITS	46,423.40	814.24	0.00	47,237.64
06 3100 431 000		Lunch Repairs and Maintenance	11,923.17	0.00	0.00	11,923.17
06 3100 570 000		LUNCH PROGRAM SUPPLIES AND MATERIALS	2,568.87	404.95	0.00	2,973.82
06 3100 610 000		LUNCH SUPPLIES	3,791.84	0.00	0.00	3,791.84
06 3100 630 000		LUNCH PROGRAM FOOD EXPENSES	208,065.96	450.12	0.00	208,516.08
06 3100 695 000		LUNCH PAYROLL TRANFERS TO GENERAL FUND	14,041.62	0.00	0.00	14,041.62
06 3100 810 000		DUES AND FEES	230.23	0.00	0.00	230.23
06 3100 890 000		LUNCH PROGRAM MISC. EXPENSES	4,051.89	61.62	0.00	4,113.51
Total:	Expenditure		447,267.94	2,725.82	0.00	449,993.76
Total:	06		1,273,043.51	6,849.26	5,521.06	1,274,510.55

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 07 2021 REFINANCED (2016) A & B BONDS

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
07 101			CASH	425,525.39	7,558.59	57.44	433,026.54
07 101 1300			CASH	750,783.69	0.00	0.00	750,783.69
07 900			Cash County Treasurer	387,458.36	0.00	0.00	387,458.36
	Total:	Current Assets		1,563,767.44	7,558.59	57.44	1,571,268.59
Fund Balance							
07 704			FUND BALANCE	1,563,767.44	57.44	7,558.59	1,571,268.59
	Total:	Fund Balance		1,563,767.44	57.44	7,558.59	1,571,268.59
Revenue							
07 1100			LOCAL PROPERTY TAXES	617,599.33	48.84	4,848.19	622,398.68
07 1115			CARLINE TAXES	3,009.63	0.00	89.30	3,098.93
07 1140			Interest Levied Tax	454.77	0.00	35.76	490.53
07 1510			INTEREST	1,272.39	0.00	116.39	1,388.78
07 3130			HOMESTEAD EXEMPTION	6,807.93	8.60	2,468.95	9,268.28
07 3131			PROPERTY TAX CREDIT	22,294.99	0.00	0.00	22,294.99
07 3180			PRO-RATE MOTOR VEHICLE	820.59	0.00	0.00	820.59
	Total:	Revenue		652,259.63	57.44	7,558.59	659,760.78
Expenditure							
07 5000 830 000			DEBT-RELATED EXPENSES	6.00	0.00	0.00	6.00
07 5000 831 000			REDEMPTION OF PRINCIPAL	520,000.00	0.00	0.00	520,000.00
07 5000 832 000			INTEREST ON LONG-TERM DEBT	140,736.25	0.00	0.00	140,736.25
07 5000 833 000			BOND & OTHER RELATED COSTS	806.00	0.00	0.00	806.00
	Total:	Expenditure		661,548.25	0.00	0.00	661,548.25
	Total:	07		4,441,342.76	7,673.47	15,174.62	4,463,846.21

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 08 Special Building Fund

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
08 101		CASH - FARMER & MERCHANTS BANK	732,368.34	4,047.09	28.32	736,387.11
08 101 1400		CASH	3,914,172.07	0.00	0.00	3,914,172.07
08 101 1500		CASH	4,510,051.33	0.00	0.00	4,510,051.33
08 106		SAVINGS CERTIFICATES	50,000.00	0.00	0.00	50,000.00
08 900		Cash County Treasurer	31,536.74	0.00	0.00	31,536.74
Total:	Current Assets		9,238,128.48	4,047.09	28.32	9,242,147.25
Fund Balance						
08 704		FUND BALANCE	9,238,128.48	28.32	4,047.09	9,242,147.25
Total:	Fund Balance		9,238,128.48	28.32	4,047.09	9,242,147.25
Revenue						
08 1100		LOCAL PROPERTY TAXES	188,576.35	25.03	2,486.72	191,038.04
08 1115		CARLINE TAXES	14.75	0.00	97.39	112.14
08 1140		Interest Levied Tax	504.28	0.00	16.65	520.93
08 1510		INTEREST on CD'S AND INVESTMENTS	2,081.73	0.00	502.71	2,584.44
08 3130		HOMESTEAD EXEMPTION	3,794.51	3.29	943.62	4,734.84
08 3131		PROPERTY TAX CREDIT	8,520.75	0.00	0.00	8,520.75
08 3132		Personal Property Tax Credit	134.97	0.00	0.00	134.97
08 3180		PRO-RATE MOTOR VEHICLE	405.45	0.00	0.00	405.45
08 5200		FUND TRANSFERS	5,805,086.85	0.00	0.00	5,805,086.85
Total:	Revenue		6,009,119.64	28.32	4,047.09	6,013,138.41
Expenditure						
08 2610 720 000		BUILDINGS	1,669,422.18	0.00	0.00	1,669,422.18
08 2610 810 000		DUES AND FEES	30.00	0.00	0.00	30.00
08 2610 890 000		OPERATION OF BUILDINGS MISC EXPENSES	9,816.00	0.00	0.00	9,816.00
08 4500 610 000		CONSTRUCTION GENERAL SUPPLIES	9,538.48	0.00	0.00	9,538.48
08 4500 720 000		CONSTRUCTION OF NEW BUILDINGS	4,625,219.17	0.00	0.00	4,625,219.17
08 4500 810 000		CONSTRUCTION DUES AND FEES	60.00	0.00	0.00	60.00
08 5000 833 000		BOND & OTHER DEBT RELATED COSTS	30,850.00	0.00	0.00	30,850.00
Total:	Expenditure		6,344,935.83	0.00	0.00	6,344,935.83
Total:	08		30,830,312.43	4,103.73	8,122.50	30,842,368.74

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 09 Qualified Capital Purpose Fund

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
09 101			CASH	242,046.04	2,138.45	16.91	244,167.58
	Total:	Current Assets		242,046.04	2,138.45	16.91	244,167.58
Other Assets							
09 900			Cash County Treasurer	23,034.09	0.00	0.00	23,034.09
	Total:	Other Assets		23,034.09	0.00	0.00	23,034.09
Fund Balance							
09 704			FUND BALANCE	265,080.13	16.91	2,138.45	267,201.67
	Total:	Fund Balance		265,080.13	16.91	2,138.45	267,201.67
Revenue							
09 1100			LOCAL PROPERTY TAXES	117,809.61	14.95	1,484.91	119,279.57
09 1115			CARLINE TAXES	10.76	0.00	20.38	31.14
09 1125			MOTOR VEHICLE TAXES	44.44	0.00	0.00	44.44
09 1140			Interest Levied Tax	381.34	0.00	9.96	391.30
09 1510			INTEREST ON INVESTMENTS	184.27	0.00	21.98	206.25
09 3130			HOMESTEAD EXEMPTION	2,258.83	1.96	563.45	2,820.32
09 3131			PROPERTY TAX CREDIT	5,088.07	0.00	0.00	5,088.07
09 3180			PRO-RATE MOTOR VEHICLE	268.53	0.00	37.77	306.30
	Total:	Revenue		126,045.85	16.91	2,138.45	128,167.39
Expenditure							
09 5000 831 000			REDEMPTION OF PRINCIPAL	130,000.00	0.00	0.00	130,000.00
09 5000 832 000			INTEREST ON LONG-TERM DEBT	18,280.00	0.00	0.00	18,280.00
09 5000 833 000			BOND & OTHER DEBT RELATED COSTS	400.00	0.00	0.00	400.00
	Total:	Expenditure		148,680.00	0.00	0.00	148,680.00
	Total:	09		804,886.11	2,172.27	4,293.81	811,250.73

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 13 2022 Bond

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
13 101			CASH	526,445.62	20,179.66	33,739.62	512,885.66
	Total:	Current Assets		526,445.62	20,179.66	33,739.62	512,885.66
Fund Balance							
13 704			FUND BALANCE	526,445.62	33,739.62	20,179.66	512,885.66
	Total:	Fund Balance		526,445.62	33,739.62	20,179.66	512,885.66
Revenue							
13 1100			LOCAL PROPERTY TAXES	1,017,527.87	140.25	13,928.18	1,031,315.80
13 1115			CARLINE TAXES	321.43	0.00	548.24	869.67
13 1140			Interest Levied Tax	2,703.62	0.00	97.13	2,800.75
13 1510			INTEREST ON INVESTMENTS	438.42	0.00	47.94	486.36
13 3130			HOMESTEAD EXEMPTION	22,155.20	19.37	5,558.17	27,694.00
13 3131			PROPERTY TAX CREDIT	50,191.41	0.00	0.00	50,191.41
13 3180			PRO-RATE MOTOR VEHICLE	2,307.73	0.00	0.00	2,307.73
	Total:	Revenue		1,095,645.68	159.62	20,179.66	1,115,665.72
Expenditure							
13 5000 831 000			REDEMPTION OF PRINCIPAL	690,000.00	0.00	0.00	690,000.00
13 5000 832 000			INTEREST ON LONG-TERM DEBT	628,633.75	0.00	0.00	628,633.75
13 5000 833 000			BOND & OTHER DEBT RELATED COSTS	1,350.00	33,580.00	0.00	34,930.00
	Total:	Expenditure		1,319,983.75	33,580.00	0.00	1,353,563.75
	Total:	13		3,468,520.67	87,658.90	74,098.94	3,495,000.79

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 14 RIVERSTONE BANK - CONSTRUCTION

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
14 101		CASH	8,213,719.03	33,195.32	1,589,251.57	6,657,662.78
Total:	Current Assets		8,213,719.03	33,195.32	1,589,251.57	6,657,662.78
Fund Balance						
14 704		FUND BALANCE	8,213,719.03	1,589,251.57	33,195.32	6,657,662.78
Total:	Fund Balance		8,213,719.03	1,589,251.57	33,195.32	6,657,662.78
Revenue						
14 1510		INTEREST ON INVESTMENTS	0.00	0.00	33,195.32	33,195.32
Total:	Revenue		0.00	0.00	33,195.32	33,195.32
Expenditure						
14 2610 720 000		BUILDINGS	0.00	1,589,251.57	0.00	1,589,251.57
Total:	Expenditure		0.00	1,589,251.57	0.00	1,589,251.57
Total:	14		16,427,438.06	3,211,698.46	1,655,642.21	14,937,772.45

Regular; Beginning Month 07/2024; Processing Month 07/2024; Fund Number 01, 02, 03, 05, 06, 07, 08, 09, 13, 14, 16

Fund: 16 RIVERSTONE BANK - SPECIAL BUILDING

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
16 101		CASH	16,825.64	1,589,251.57	1,596,751.57	9,325.64
Total:	Current Assets		16,825.64	1,589,251.57	1,596,751.57	9,325.64
Fund Balance						
16 704		FUND BALANCE	16,825.64	1,596,751.57	1,589,251.57	9,325.64
Total:	Fund Balance		16,825.64	1,596,751.57	1,589,251.57	9,325.64
Revenue						
16 8000		TRANSFERS	6,918,463.04	0.00	1,589,251.57	8,507,714.61
Total:	Revenue		6,918,463.04	0.00	1,589,251.57	8,507,714.61
Expenditure						
16 4500 610 000		GENERAL SUPPLIES	147,607.21	21,270.02	0.00	168,877.23
16 4500 720 000		BUILDINGS	6,754,030.19	1,575,481.55	0.00	8,329,511.74
Total:	Expenditure		6,901,637.40	1,596,751.57	0.00	8,498,388.97
Total:	16		13,853,751.72	4,782,754.71	4,775,254.71	17,024,754.86

TITAN
MAVERICK
VOLLEYBALL
PERU STATE
COLLEGE
BRIAR CLIFF
CONCORDIA
MYRA

Cottonwood Street

BUS DROP OFF

Cottonwood Street

N

W E

S

Jefferson Street

NO PARKING

ONE WAY VEHICLE FLOW

ENTER

STUDENT WALK AREA

STUDENT WALK AREA

VEHICLE DROP OFF

VEHICLE DROP OFF

VEHICLES

VEHICLES

VEHICLE DROP OFF

(19) 60 DEGREE PARKING STALLS @ 9'x 18.5' STRIPE AS SHOWN

EXIT

VEHICLES

VEHICLES

VEHICLES

STUDENT WALK AREA

STUDENT WALK AREA

STUDENT WALK AREA

STUDENT WALK AREA

VEHICLE DROP OFF

VEHICLE DROP OFF

STUDENT WALK AREA

Dogwood Street

ONE WAY VEHICLE FLOW

Dogwood Street

ONE WAY VEHICLE FLOW

ONE WAY VEHICLE FLOW

Jefferson Street

STUDENT WALK AREA

PRE-K PARK AND WALK IN

PRE-K DROP OFF TO STAFF

VEHICLES

VEHICLES

AUTHORIZED AND ASSIGNED PARKING

Adams Street

Waste

BIG JOB TRAILER

VEHICLES

VEHICLES

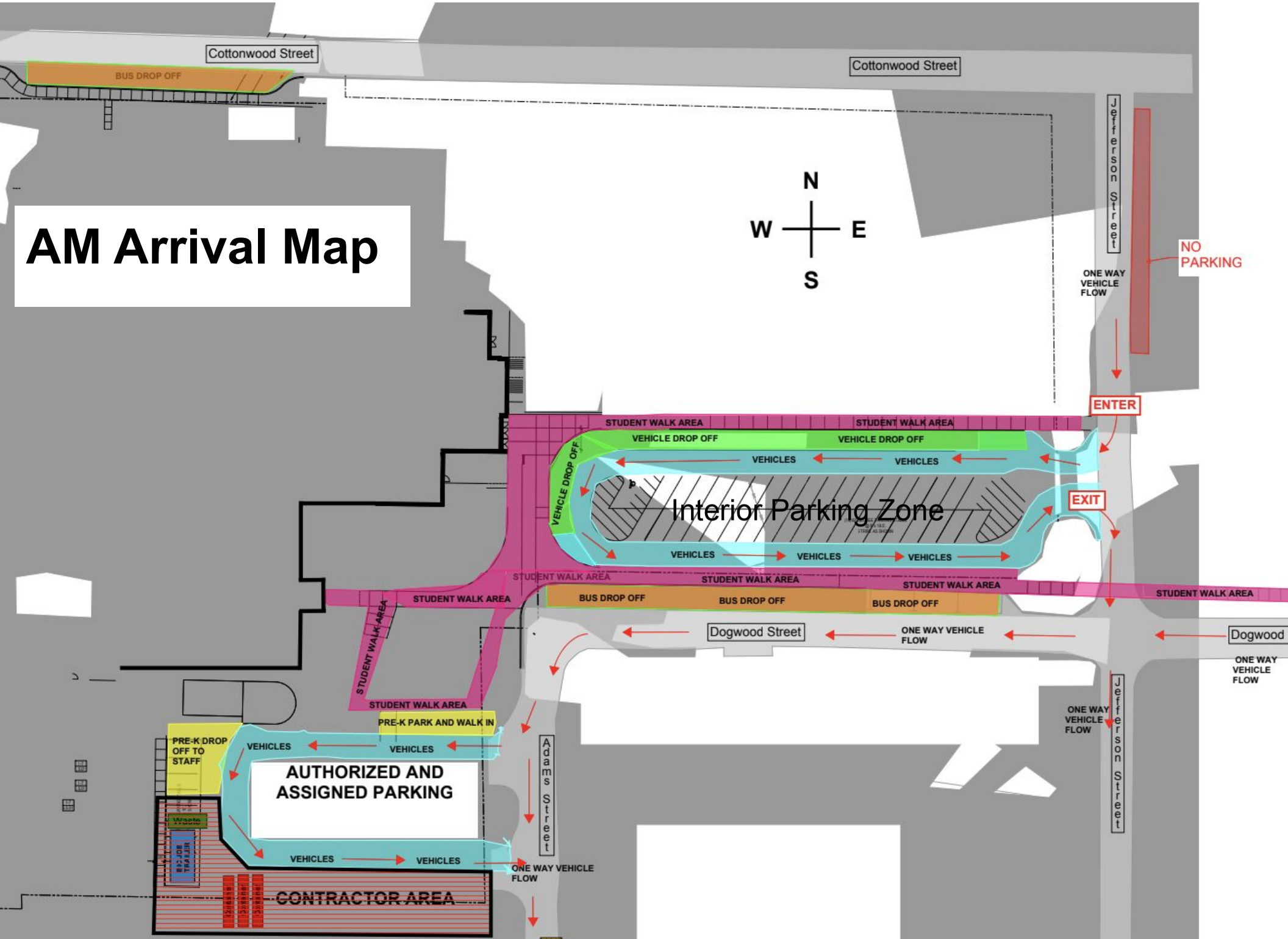
ONE WAY VEHICLE FLOW

CONTRACTOR AREA

Container

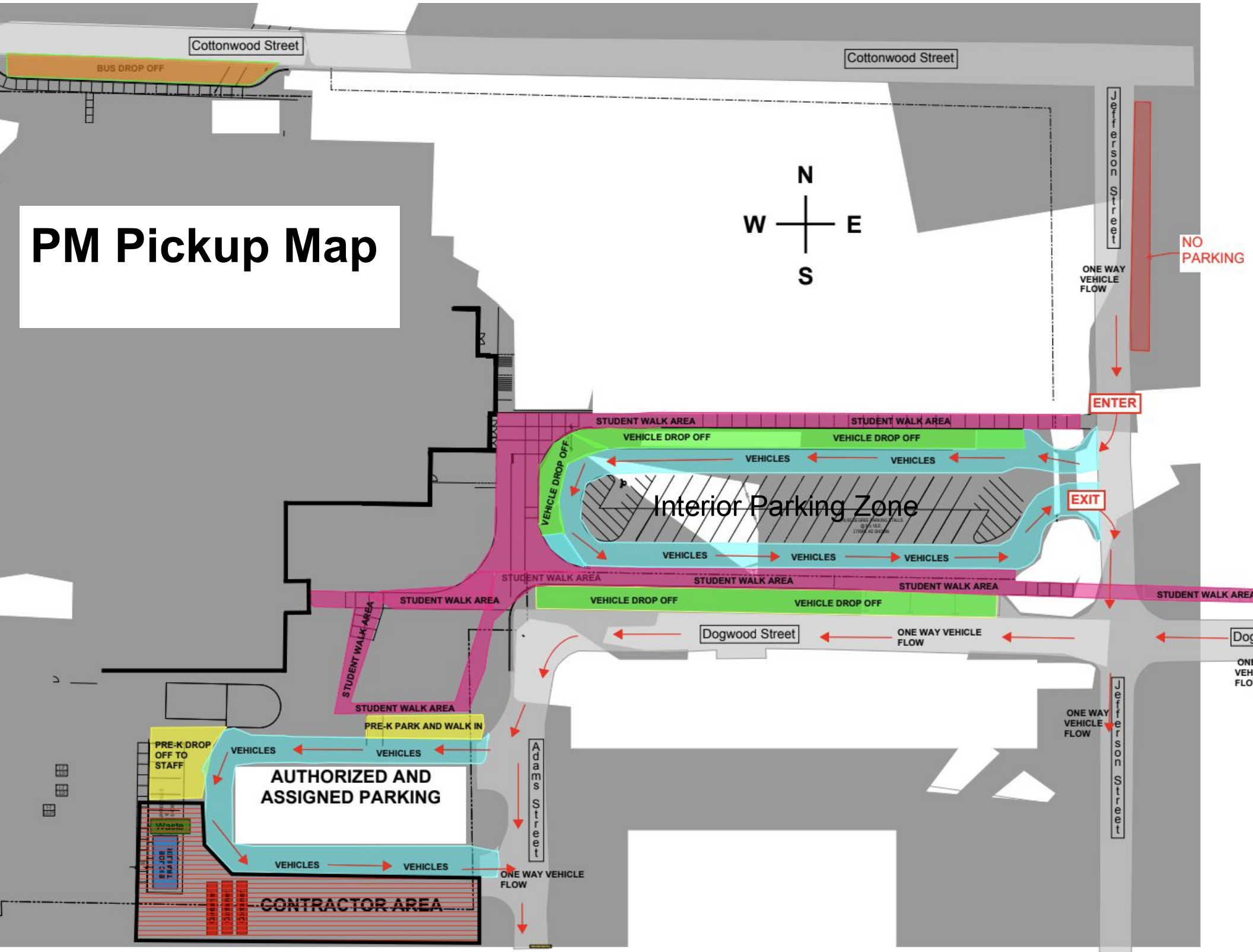
Container

Container


AM Arrival Map
Cottonwood Street
BUS DROP OFF
Cottonwood Street
N
W
E
S
Jefferson Street
NO PARKING
ONE WAY VEHICLE FLOW
ENTER
STUDENT WALK AREA
STUDENT WALK AREA
VEHICLE DROP OFF
VEHICLE DROP OFF
VEHICLE DROP OFF
VEHICLES
VEHICLES
Interior Parking Zone
EXIT
VEHICLES
VEHICLES
VEHICLES
STUDENT WALK AREA
STUDENT WALK AREA
STUDENT WALK AREA
STUDENT WALK AREA
STUDENT WALK AREA
BUS DROP OFF
BUS DROP OFF
BUS DROP OFF
Dogwood Street
ONE WAY VEHICLE FLOW
Dogwood
ONE WAY VEHICLE FLOW
STUDENT WALK AREA
STUDENT WALK AREA
PRE-K PARK AND WALK IN
PRE-K DROP OFF TO STAFF
VEHICLES
VEHICLES
AUTHORIZED AND ASSIGNED PARKING
ONE WAY VEHICLE FLOW
Jefferson Street
Adams Street
VEHICLES
VEHICLES
ONE WAY VEHICLE FLOW
CONTRACTOR AREA

AM Arrival Directions

- All parents dropping off students K-5 should enter from Cottonwood Street and head south on Jefferson towards the Bennet Elementary front drop off loop.
- Please enter the loop and utilize the green drop off zones for students. These areas are for parents that are not exiting their vehicles. Students should exit on the passenger side of the vehicle directly onto the sidewalk. If parents would like to park and walk up, please use the interior parking spaces.
- The blue zones are for through traffic only. Please do not stop and let a child out of your car in the blue zone. Once exiting the loop, K-5 students should proceed south on Jefferson Street.
- The only vehicles allowed on Dogwood Street heading east in the morning are buses and Preschool families.
- The bus lane in the morning is reserved for bus drop off only. This bus lane will not be accessible for parent drop off in the morning.
- Preschool will have their own drop off loop and parents can utilize the parking spaces or pull ahead for staff to help students exit vehicles while parents remain in cars.


PM Pickup Map
Cottonwood Street
BUS DROP OFF
Cottonwood Street
N
W
E
S
Jefferson Street
NO PARKING
ONE WAY VEHICLE FLOW
ENTER
STUDENT WALK AREA
STUDENT WALK AREA
VEHICLE DROP OFF
VEHICLE DROP OFF
VEHICLES
VEHICLES
VEHICLE DROP OFF
Interior Parking Zone
EXIT
VEHICLES
VEHICLES
VEHICLES
STUDENT WALK AREA
STUDENT WALK AREA
STUDENT WALK AREA
STUDENT WALK AREA
STUDENT WALK AREA
VEHICLE DROP OFF
VEHICLE DROP OFF
Dogwood Street
ONE WAY VEHICLE FLOW
STUDENT WALK AREA
STUDENT WALK AREA
PRE-K PARK AND WALK IN
PRE-K DROP OFF TO STAFF
VEHICLES
VEHICLES
AUTHORIZED AND ASSIGNED PARKING
Adams Street
ONE WAY VEHICLE FLOW
Jefferson Street
VEHICLES
VEHICLES
CONTRACTOR AREA

PM Pickup Directions

- Students will exit buildings at doors nearest their classrooms. Older students will find their youngest siblings. (Ex: 5th and 3rd grade students will find Kindergarten sibling with Mrs. Dvorak and be picked up all together).
- Kindergarten teachers, students, and parents will utilize the bus drop off lane off of Dogwood Street. **Kindergarten is the only grade that will utilize this zone after school.**
- 1st-5th grade teachers, students, and parents will utilize the drop off zone inside the main drop off loop. Again, we will be asking older siblings to find their youngest siblings and join that teacher waiting for parents to streamline the pickup process.
- Green zones are for parents picking up that stay in their vehicles. Blue zones are through traffic without stops. Interior parking zones are for parents wanting to park and walk up to the front to collect their child(ren) and walk back to their vehicle.
- Preschool pickup will occur in the preschool parking lot. If parents have a K-5 child and preschool, the older sibling will head to the preschool pick up area to wait with their sibling.

Select High School
Palmyra High School

Select Dual Credit Type
All

All at Palmyra High School

Overview of 2023-2024 Academic Year
(Last Updated 6/4/2024 2:25:10 PM)

The Southeast Community College Dual Credit partnerships are designed to provide students with the opportunity to explore career and education opportunities and/or enroll in general education courses to earn college credit hours while still in high school. These courses get students one-step closer towards earning a post-secondary credential in a program of study at significantly reduced cost. The two programs are the Southeast Nebraska Career Academy Partnership (SENCAP) and The Career Academy (TCA).

Note: Percent enrolled is calculated using the total number of Juniors and Seniors reported by the High Schools to the NE Dept of Education during the fall term of the academic year

Academic Year
2023-2024

Participants

39

Juniors and Seniors Enrolled

(Out of 88 Total Jr's and Sr's)

44%

Courses completed

(Received A-D or P Grade)

90

Average GPA

3.48

Pass rate

(C or Above)

91%

Delivery Mode

Online 100%

Matriculation to SCC

(2023-2024 Dual Credit Students Who Enrolled In Following Academic Year)

8

Credit Hours Completed

270

Estimated Tuition Savings

(Based on 65% of $102 per credit hour)

$14,040

Legislative Priorities
(Revised in Executive Committee – 8.1.24)

- Foundational Literacy - Improve literacy for all learners, and especially those in the pre-K and the earliest grades, through a focus on the science of reading, family and adult literacy strategies, job-embedded coaching, and enhancements to educator preparation programs.
    - *Measure of Success:* 75% of Nebraska third graders will be proficient in reading by 2030.
    - *Legislative Priorities:*
        - Continued investments in coaching, professional learning, family literacy, and alignment of resources and strategies.
        - Support efforts increasing the compensation for early childhood education providers
        - Ensure state investment in statewide family engagement centers
        - Update core services statute and secure additional funding for ESUs.
        - Secure funding and support for the Early Childhood Integrated Data System to ensure proper data to inform decisions and quality
        - Further develop early childhood apprenticeship programs and other avenues to ensure access to quality early childhood educators

- Excellent Educators - Ensure access to a robust supply of excellent educators
    - *Measure of Success:* Halve the number of school staffing vacancies by 2030 ~~shortage of special education teachers~~.
    - *Legislative Priorities:*
        - Consolidate and align the multiple teacher incentive programs to create coherence and flexibility
        - Align and expand apprenticeship activities to focus on educator apprenticeships
        - Harmonize, consolidate, and simplify provisions pertaining to alternate and provisional certification
        - Develop or amend programs to ensure availability of critical support staff like school psychologists, school counselors, and school nurses.
        - ~~Further develop early childhood apprenticeship programs and other avenues to ensure access to quality early childhood educators~~

- Engagement - Improve student, family, teacher, school, and community engagement
    - *Measure of Success:* Halve chronic absenteeism by 2030.
    - *Legislative Priorities:*
        - Continue investments and strategies focused on career and technical education, work-based learning, and community and business engagement
        - Support funding for expanded learning opportunities, mentoring, and tutoring

DRAFT

- Implement recommended policies and procedures for improved systems integration and data sharing for systems-involved youth as prescribed in 79-303.01.
- Secure state investments in community schools to address student and staff mental health needs and ensure community providers have a pathway to serve in schools.

DRAFT

Communities for Kids
nebraskachildren

Meeting Agenda

Bennet-Palmyra Communities for Kids
Orientation Meeting
July 29th at 5:00PM

INTRODUCTIONS	• **Welcome by Mr. Hart**
	• **Katrina Hurley, Assistant VP of Early Childhood Programs, C4K* TA****
	• **Marti Beard, Vice President of Early Childhood Programs, NCFF*****
	  ◦ My Nebraska Story Video
	  ◦ Overview of Communities for Kids
	  ▪ History
	  ▪ Funders
	  ▪ Goals
	  ▪ Communities for Kids Staff and Support
	  ▪ What We Offer and What We Are Not
	• **Bennet-Palmyra C4K Core Team Introductions and Activity**
	*C4K- Communities for Kids **TA- Technical Assistant assigned to your community, Katrina Hurley
	***NCFF- Nebraska Children and Families Foundation

COLLECTIVE IMPACT	◦ **Collective Impact Overview Presentation – Katrina Hurley and Marti Beard**
	  ▪ The Five Conditions of Collective Impact
	  • Common Agenda
	  • Shared Measurement
	  • Mutually Reinforcing Activities
	  • Continuous Communication
	  • Backbone Support System
	  ▪ **Identifying Community Stakeholder/Partnerships**

BENNET – PALMYRA C4K INITIATIVE	• **Bennet – Palmyra C4K Team Activity Overview– Katrina Hurley**
	  ◦ Mission
	  ◦ Vision
	  ◦ Who We Are
	  ◦ What We Do
	  ◦ Asset Mapping
	• **C4K Community Workplan**
	  ◦ Taking the Who and What to Build the When and How!
	  ▪ Identification of Goals
	  ▪ Mutually Reinforcing Activities for Goals
	  ▪ The Workplan Drives the Budget/Justification

FIRST STEPS AND NEXT STEPS	• **The Logistics of the Communities for Kids Contract**
	  ◦ Fiscal Sponsor and Due Diligence Documentation
	  ◦ Workplan and Budget/Justification
	  ◦ Contract Agreement
	  ◦ Fiscal Sponsor Zoom Meeting
	  ▪ WebGrants, Documentation, and Expenditure Reports
	• **Schedule Communities for Kids Orientation Follow– Up Meeting**

Communities for Kids™

nebraskachildren

Are you interested in furthering the early childhood efforts in Bennet and Palmyra?

The communities of Bennet and Palmyra have recently been selected to be part of Nebraska Children and Families Foundation Communities for Kids, a state-wide initiative which supports young children, families and those providing their care. The Communities for Kids initiative is hosting an orientation for our community to learn about our planning grant. We want you to attend to learn about how to get involved!

When: July 29th
5-7PM
Where: American Legion
970 Monroe St,
Bennet, NE 68317

Dinner is provided!

402-780-5327

www.districtor1.org

www.communitiesforkids.org

School Meal Prices: Updated August 12, 2024

School Meal Prices:

- Recently, we were provided updated meal pricing from the Nebraska Department of Education. Due to the continued increased cost of food items, we have been forced to again adjust our school meal prices to meet these increases. Even though the NDE has suggested somewhat higher prices than what we are adjusting, we have decided to increase the cost to a level that matches our resources. Listed below are the new costs for school meals.

Lunch Prices:

- **Students, grades K through 5: $ 3.15**
- **Students, grades 6 through 12: $ 3.25**
- **School employees: $ 4.80**
- **Visitors and Adults: $ 4.80**

Breakfast Prices:

- **Students, grades K through 5: $ 2.25**
- **Students, grades 6 through 12: $ 2.50**
- **School employees: $ 2.75**
- **Visitors and Adults $ 2.75**

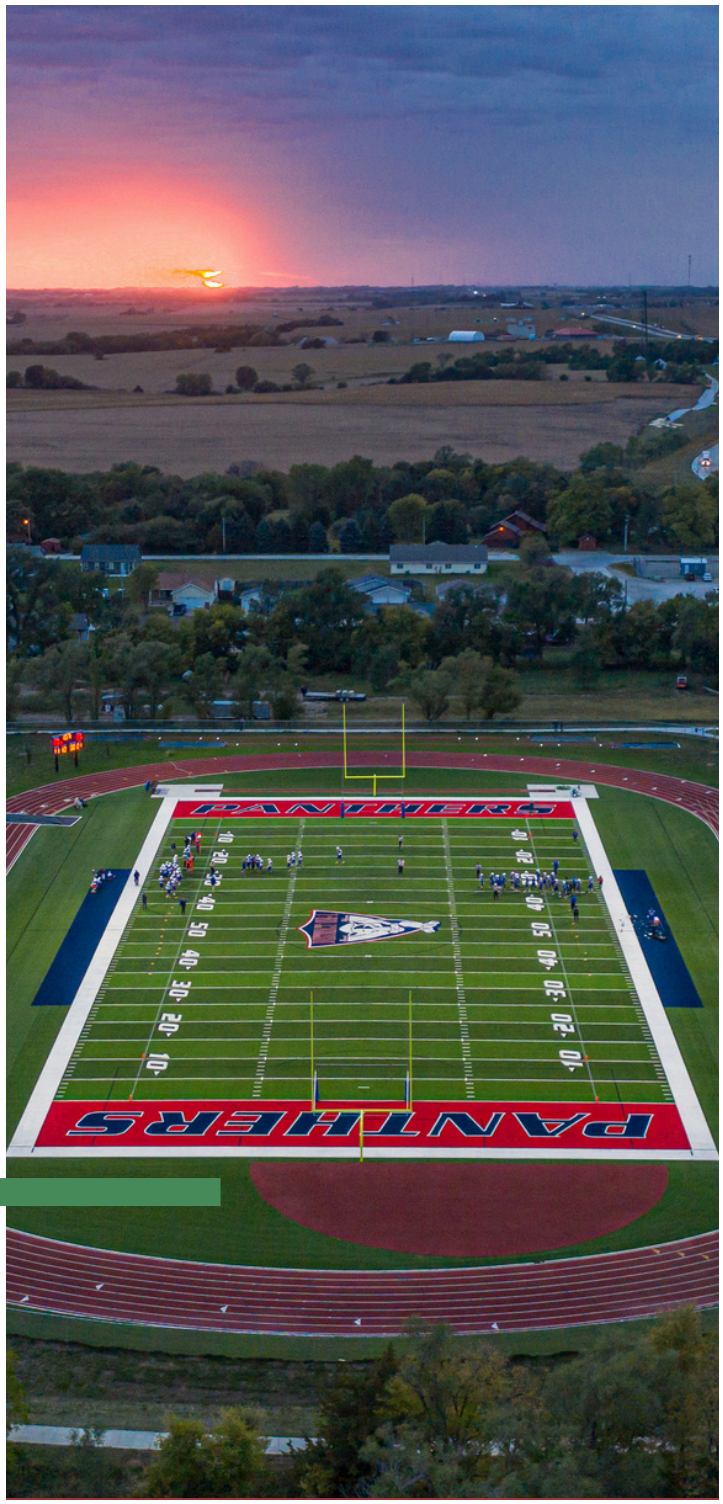
Beverages:

- **Milk: $ .50**
- **Juice: $ .30**

Nemaha
SPORTS CONSTRUCTION

Football and Soccer Preseason Checklist

Essential items to review before your next season.



info@nemaha.net
402.434.5488

FOOTBALL & SOCCER FIELD PRESEASON CHECKLIST

The fall sports season is fast approaching, and it's crucial to ensure your fields are prepared for both practice and game day. Use the checklist below to assess the relevant areas of your facility and create a plan for addressing any concerns in the notes section. If your team is considering significant updates such as turf replacement, installing grandstands, or expanding your facility, reach out to our team at info@nemaha.net or call us at 402.434.5488. Our experts are ready to discuss potential options and help you achieve your goals.

Yes	Needs Work	OVERALL FIELD ITEMS
☐	☐	Required lines are vivid and easily visible.
☐	☐	Lines are marked correctly according to the appropriate regulations.
☐	☐	All maintenance equipment has been removed from the field.
☐	☐	All litter and debris have been cleared from the field and spectator areas.
☐	☐	If there is an irrigation system, no parts are protruding on the playing surface.
☐	☐	For automatic systems, run times are scheduled outside of practice and game times.
☐	☐	The field was constructed following recommended industry specifications.

Y	NW	NATURAL GRASS
☐	☐	There are no completely bare spots where the soil surface is visible.
☐	☐	The soil drains well and has no standing water after rainfall.
☐	☐	The grass is uniform in color, height, and density.
☐	☐	The grass has a strong and healthy root system.
☐	☐	There are no unwanted plants with thorns, bristles, or other sharp features.
☐	☐	There are no holes or mounds created by moles or other animals.
☐	☐	There are no ruts or trenches caused by equipment use or field wear.

NOTES:

FOOTBALL & SOCCER FIELD PRESEASON CHECKLIST

Y	NW	SYNTHETIC TURF
☐	☐	There are no worn areas on the synthetic surface.
☐	☐	The synthetic material is free of rips and tears.
☐	☐	Seams are securely fastened.
☐	☐	The synthetic material is not buckling or bulging.
☐	☐	Synthetic fibers are standing upright.
☐	☐	Infill material is adequately and evenly spread.
☐	☐	Water is readily available for cleaning the surface.
☐	☐	Drainage system has been inspected for blockages/leaks.

Y	NW	GOALS & GOAL POSTS
☐	☐	Goal posts are straight and securely anchored.
☐	☐	Goal posts are adequately padded.
☐	☐	Concrete bases for the posts set below the surface.
☐	☐	The goal has no sharp edges, protrusions, or fractures.
☐	☐	All bolts, screws, and fasteners on the goal are intact and securely tightened.
☐	☐	There are no tears in the netting.

Y	NW	FENCING
☐	☐	Fences are securely set in the ground.
☐	☐	Fence posts are located outside the playing area.
☐	☐	No concrete footings are exposed above the ground.
☐	☐	Top and bottom tension wires are in place to secure the fence.
☐	☐	Fence wires are not exposed at the top or corners.
☐	☐	There are no damaged areas that protrude, are sharp, or loose.
☐	☐	Fencing is firmly attached to the posts with no gaps or holes between the ground and the fence.

NOTES:

nemahasports.com • 541 S 1st St., Lincoln, NE 68508 • info@nemaha.net • 402.434.5487

FOOTBALL & SOCCER FIELD PRESEASON CHECKLIST

Yes	Needs Work	GRANDSTANDS/AMENITIES
☐	☐	Guard rails are installed in designated areas and are secure.
☐	☐	The plank or railing end caps are securely in place.
☐	☐	There are no hazardous protrusions or sharp edges anywhere in the facility.
☐	☐	The supply and location of waste receptacles are adequate and clearly marked.
☐	☐	There is appropriate signage notifying players and spectators of rules and appropriate behavior.
☐	☐	There is a staffed office for emergencies.
☐	☐	Areas under repair are identified and signed appropriately.
☐	☐	(For wooden bleachers, there are no splinters, cracks, or overly worn areas.)

Y	NW	SAFETY
☐	☐	There is a plan in place for inclement weather.
☐	☐	There is a sideline first aid kit that includes all necessary supplies for player emergencies.

NOTES:

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NEBRASKA
Education Collaboration

COLLABORATION MEMBERS

Nebraska Council of School Administrators

Nebraska Association of School Boards

Nebraska State Education Association

Schools Taking Action for Children's Education (STANCE)

Greater Nebraska Schools Association

Nebraska Rural Community Schools Association

Educational Service Units Coordinating Council

Stand for Schools

DATE: **August 9, 2024**
TO: **Members of Nebraska Legislature**
RE: AM51 to LB9

The Education Collaboration stands united in opposition to AM51 to LB9 and proposed amendments. We recognize the need for property tax relief and have consistently supported a more equitable balance of funding sources for K-12 public education in Nebraska. The drastic change to the Local Effort Rate (LER) proposed for 2025-26 risks breaking the TEEOSA formula due to the disproportionately large percentage of school funding being channeled through the State.

We are also concerned about the intent language in Section 80 of AM51. Expressing a desire to completely overhaul TEEOSA without a clear plan is premature. Moreover, the intent to "replace school general fund levies by no later than the 2026-27 school fiscal year," as reiterated from the plan, suggests a future scenario where the State assumes nearly all school funding responsibilities.

This proposed shift would leave the allocation of critical dollars solely to future legislatures, significantly undermining local control. We believe it is essential to maintain local control of significant school district funding, allowing local school boards to make decisions that reflect the unique needs and contexts of their communities.

Additionally, the proposed plan fails to provide new funding for schools and, in fact, would result in a net loss of levying authority, leading to cuts in schools and reduced support for students. While the proposal funnels state money to schools, the existing caps mean that little to none of this money will be available for student support. There is a pressing need for property tax reform, but equally important is the need for increased funding for schools, particularly to address educator workforce shortages.

Making decisions of this magnitude about state aid to schools within the time constraints of a special session is reckless. We urge caution. The rushed nature of this process does not allow for careful planning, adequate forethought, or the inclusion of school finance experts and modeling to prevent adverse impacts and unforeseen consequences.

To avoid disastrous results, we recommend the establishment of an inclusive School Funding Commission. This commission should include board members, school business managers from diverse schools, NASB delegates, educators represented by NSEA, and school finance officials from the Nebraska Department of Education.

NEBRASKA
Education Collaboration

COLLABORATION MEMBERS

Nebraska Council of School Administrators

Nebraska Association of School Boards

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Palmyra

August, 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 **8:00am-10:00am** Cheer Practice @ Palmyra High School Aux East Gym **6:30pm** Youth Football Practice @ Palmyra High School Grass Football Field	7 **8:00am-10:00am** Cheer Practice @ Palmyra High School Aux East Gym **6:00pm** Post Prom Junior Parent Meeting @ Palmyra High School East Commons	8 **8:00am-10:00am** Cheer Practice @ Palmyra High School Aux East Gym	9	10
11	12	13	14	15 **3:45pm-9:00pm** Little Kids Cheer Clinic @ Palmyra High School Aux East Gym	16	17 **8:00am-12:00pm** Youth Volleyball 4v4 Tournament @ Palmyra High School Aux East Gym
18	19	20 One Act Play Auditions @ Palmyra High School	21	22 **5:30pm** Booster Bash @ Olson Sports Complex	23 **6:00pm-8:00pm** One Act Play Practice @ Palmyra High School Main West Gym **6:30pm** Youth Football Scrimmage @ Olson Sports Complex	24 **8:00am-12:00pm** Youth Volleyball 4v4 Tournament @ Palmyra High School Aux East Gym
25	26 **5:00pm** Volleyball-Varsity **Lincoln (High) vs. Multiple Schools vs. Lincoln (High) @ Lincoln High School** **6:00pm-8:00pm** One Act Play Practice @ Palmyra High School Main West Gym	27 **6:00pm-8:00pm** One Act Play Practice @ Palmyra High School Main West Gym	28	29 **9:00am** Golf-G/Varsity **Syracuse** @ Syracuse Country Club **4:30pm** Cross Country-Varsity **East Butler** @ Timber Point Lake, Brainard **6:00pm Volleyball-Varsity Palmyra vs. Multiple Schools @ Palmyra High School Main Gym** **6:00pm-8:00pm** HS Football Team Meal @ Palmyra High School East Commons	30 Pep Band TeamMates Tailgate @ Olson Sports Complex **7:00pm Football-Varsity Falls City @ Palmyra High School Olson Sports Complex**	31 **8:00am-12:00pm** Youth Volleyball 4v4 Tournament @ Palmyra High School Aux East Gym

August Activities Board Report

Monday, August 12, 2024

Fall sports practices began August 12th

Yearly summer maintenance on the Olson Football Field was performed in July. This maintenance is encouraged to help extend the life of the turf. Both gyms at the high school had the yearly refinishing performed the first week of July and are ready for use.

ECNC & MUDECAS hosting events at Palmyra scheduled for this upcoming school year.

ECNC One Act Host @ PHS November 19th
ECNC JH Track Host @ Olson Complex May 9th
ECNC Boys/Girls Basketball Consolation & Finals Host-February 8th
MUDECAS Music West Site Host-March 31st

HS Track-Home Triangular March 28th and Invite (8 teams) April 10th
JV Track-Home Triangular April 18th

This year we will start to see some increased travel distances now that we are moving up in classification with the addition of new teams as well as playing 11-man football.

District OR-1 Admin Board Meeting
Monday, August 12th, 2024

1. First day of school is Monday, August 12th for Elementary and HS students. Preschool will begin on Tuesday, August 13th.
2. Open House was a success at both buildings. All staff worked together to help prepare the buildings for students and families to attend.
3. Bennet and PHS behavior committees have updated the school wide behavior plans and implementation will begin on the first day of school.
4. All staff participated in a busy five days of inservice. Topics included: safety, MTSS, school wide behavior plan, school procedures, math curriculum, and mandatory state trainings.
5. Math Curriculum: ESU4 was here to support the teachers the first day of inservice and assist in making a plan for implementation. We will be having a professional development day with Reveal in September.

Student Services Report
August 2024

1. NSCAS/MAPS testing will be completed during the last two weeks of August. Teachers will use this data to help support students with their math and reading skills. Jen Hanger will be helping to assist me with this process.
2. Branching Minds has been purchased by our district. This will allow us to look at students' data from powerschool, MAPS/NSCAS, Stars, Dibels, Sabers, etc. This will be a huge step in the implementation of MTSS and effectively meeting the needs of all student learners.
3. High Ability Learners: will be making a plan this year to improve our program K-8.
4. Special Education: we had a great meeting on how to be in compliance with the state with paperwork and implementation of an IEP.
5. Support Staff: I will be having monthly meetings with support staff who are directly working with students.
6. Bennet after school REC program working with HS Seniors/Juniors.

DISTRICT OR-1 POLICY REVIEW SCHEDULE: 2024

Updated August 12, 2024

Policy Review Schedule for the 2024 calendar year

Policy Series	Topic	Date of Last Review	New Review Date	Status
1000	Community Relations	April 10, 2023	April 8, 2024	Completed
2000	Administration	April 10, 2023	April 8, 2024	Completed
3000	Business Operations	April 10, 2023	April 8, 2024	Completed
4000	Personnel	August 14,.2023	August 12, 2024	Completed
5000	Students	August 14, 2023	August 12, 2024	Completed
6000	Instruction	November 13, 2023	November 14, 2024	Scheduled
7000	New Construction	November 13, 2023	November 14, 2024	Scheduled
8000	Internal Board Policies	February 13, 2023	February 12, 2024	Completed
9000	Bylaws of the Board	February 13, 2023	February 12, 2024	Completed

Instruction

Textbook Loans

The District will comply with the state law and Rule 4 of the Nebraska Department of Education pertaining to the distribution of textbooks to students of the District who are attending private schools. The financial liability of the District shall be limited to the amount of dollars appropriated by the state for the specific law.

If funds appropriated to this District are not sufficient to meet the request for textbooks under this policy, priority will be given to the textbooks requested that have the most recent copyright date. If the funding requires additional restrictions, priority will be given to the requests that were filed at the earliest date in the Superintendent's office. If still further restrictions are necessary, a drawing shall be conducted from the names of all students filing on the same date and requesting the same texts. The drawing shall continue until all state funds provided to the District for this purpose have been spent.

Legal Reference: Neb. Rev. Stat. § 79-734
NDE Rule 4

Date of Adoption: February 13, 2017
Date of Review: November 8, 2021

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Bylaws of the Board - Board Authority

General Statement

Bylaws are rules or procedures adopted by the board to govern its internal operations. The use of such guidelines or bylaws helps the board to comply with the responsibility and duties delegated to it by law and by the local electorate, in an efficient and effective manner.

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Authority

Limits of Authority

The Board of Education is the unit of authority. Apart from the normal function as part of the unit, a board member has no individual authority. Individually, the board member may not commit the district to any policy, act or expenditure.

No individual member of the board shall exercise any administrative responsibility with respect to the schools.

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Members

Legal Description

The corporate name of this school district shall be:

> Otoe County School District 66-0501, and shall also be known as the District OR-1 Public Schools.

Legal Reference: Neb. Rev. Stat. § 79-405

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Members

Number of Members, Terms of Office

The Board of Education shall consist of six (6) members elected at large by the qualified voters of the school district in a manner prescribed by law under the provisions pertaining to a Class III school district in the statutes of the State of Nebraska.

The terms of office for board members shall be four (4) years and will begin on the **first Thursday** after the **first Tuesday** in January.

Legal Reference: Neb. Rev. Stat. § 79-549
Neb. Rev. Stat. § 79-550
Neb. Rev. Stat. § 32-543

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Members

Officers

1. Members of the school board will elect from among its members a president and vice president.

2. There will also be an elected or appointed secretary who does not need to be a member of the school board.

3. These officers shall be elected at the board's organizational meeting in January of each year.

4. The Board of Education may employ a treasurer for the district at the January meeting who shall be paid a salary from school district funds within the limits permitted by law, in amounts to be fixed by the Board. A treasurer so employed shall not be a member of the Board. A board member serving as treasurer shall not be compensated.

Legal Reference: Neb. Rev. Stat. § 79-520
Neb. Rev. Stat. § 79-590

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Members

President

1. The duties of the board president shall be to:

    a. Preside at all meetings of the school board in accordance with Robert's Rules of Order.

    b. Countersign all orders upon the school treasury for funds to be disbursed by the district.

    c. Countersign all warrants of the secretary of the county treasurer.

    d. Administer the oath to the secretary and treasurer when so required by law.

    e. Other duties as the law may require.

2. The president has the right to vote on any issue that may come before the school board.

3. The president has the additional duty to maintain order at public meetings of the school board.

4. The president must appear for and on behalf of the district in all suits brought by or against the district.

5. The president shall appoint or provide for the election of all committees of the board, unless otherwise directed by the board. The president shall be kept apprised of the workings of all such committees.

6. The president may call special meetings of the board.

7. The president shall call special meetings of the board when requested by two (2) or more board members.

Legal Reference: Neb. Rev. Stat. Sec. 79-569
Neb. Rev. Stat. Sec. 79-570
Neb. Rev. Stat. Sec. 79-572

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Members

Vice-President

The vice president shall perform the duties of the president in case of absence of the president. In the case of the absence of both the president and vice-president, the remaining members shall select a president pro tem to preside at the meeting.

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Members

Treasurer

The treasurer shall be custodian of all money belonging to the school district, and shall perform duties required by law or by the board.

Legal Reference: Neb. Rev. Stat. § 79-586
Neb. Rev. Stat. § 79-587
Neb. Rev. Stat. § 79-588
Neb. Rev. Stat. § 79-590

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Members

Secretary

The secretary shall perform duties required by law and such duties as the Board and Superintendent may request. In the secretary's absence, documents requiring the signature of the secretary may be signed on the secretary's behalf by the treasurer or another board officer as the secretary's designee.

Legal Reference: Neb. Rev. Stat. § 79-576
Neb. Rev. Stat. § 79-577
Neb. Rev. Stat. § 79-578
Neb. Rev. Stat. § 79-524

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Members

Attorney

The board may, at its discretion, appoint an attorney to perform desired legal services. The attorney shall serve at the board's pleasure and be compensated at a mutually agreeable rate.

Legal Reference: Neb. Rev. Stat. § 79-513

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Members

Auditor

The board will have an annual independent audit of the finances of the district. The board will contract only with state approved auditors and their analysis and report will be in keeping with state approved or accepted standards. This annual audit will be completed by November 5 of each year.

Legal Reference: Neb. Rev. Stat. § 79-1089
NDE Rule 1.3.05

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Members

Individual Members

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board members, except when such statement or action is in pursuance of specific, formal instructions from the Board.

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Board Members

Removal From Office

Any member elected or appointed to an officer position on the Board of Education may be removed from the officer position by a two-thirds (2/3rds) vote of the membership of the Board.

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Bylaws, Policies and Regulations

Formulation, Adoption, Amendment of Policies

Policy proposals and suggested amendments to or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments, or revisions thereof shall be read and discussed.

Policies will be adopted after consideration at two (2) meetings of the Board of Education Policy amendments resulting from legal requirements or those that are minor may be revised in one meeting at the discretion of the Board. The agenda and minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by majority vote of all members of the Board of Education and the actions shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Policies shall be reviewed at least every two (2) years or at such other periodic time periods as may be required by law.

Reference: Robert's Rules of Order

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Bylaws, Policies and Regulations

Adoption and Amendment of Bylaws

Proposed new bylaws and suggested amendments to or revisions of existing bylaws may be adopted by a majority vote of ALL members of the Board during the second of two (2) regularly scheduled meetings of the Board not less than four (4) weeks apart in the calls for which meeting the proposed additions, amendments or revisions shall have been described in writing.

Legal Reference: Neb. Rev. Stat. § 79-526
Reference: Robert's Rules of Order

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Bylaws, Policies and Regulations

Approval and Amendment of Administrative Regulations

The Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent, or as required by negotiated agreements with employee organizations, in which case, any such regulation shall become a part of any such agreement and shall be subject to amendment as provided in any such agreement. Adoption and amendment of such Board adopted regulations shall be by the same procedure as that specified for policies at 9200.

The Board reserves the right to review and demand revisions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Legal Reference: Neb. Rev. Stat. § 79-526

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Meetings

Regular Meetings

The Board shall meet in regular session on the second Monday of each calendar month, unless otherwise designated by the president with the approval of the Board. Such meetings shall begin at 7:00 p.m.

All meetings shall be held in the boardroom at the District OR-1 Public Schools' District office unless otherwise designated by the president with the approval of the Board.

In each odd-numbered year, the January meeting will be held on or after the first Thursday after the first Tuesday.

Legal Reference: Neb. Rev. Stat. § 79-554
Neb. Rev. Stat. § 79-555
Neb. Rev. Stat. § 84-1401

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Meetings

Special Meetings

A special meeting of the Board may be called by the president when in his opinion it is necessary, or upon recommendation of the Superintendent of Schools, or any two (2) Board members.

No business shall be transacted at any special meeting which does not come within the purpose or purposes set forth in the call for the meeting unless it is of an emergency nature.

All meetings shall be held in the Board of Education room at Palmyra High School unless otherwise designated by the president with the approval of the Board.

Special Board sessions may be adjourned to a definite date and time.

Legal Reference: Neb. Rev. Stat. § 79-554
Neb. Rev. Stat. § 79-520
Neb. Rev. Stat. § 79-555
Neb. Rev. Stat. § 84-1401

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Meetings

Advance Delivery of Meeting Materials

The Board shall require the Superintendent to prepare an agenda which, with the minutes, shall be mailed or delivered to the Board members on Friday or prior to each regular monthly Board meeting.

Items not placed on the regular agenda may be shelved until the regular meeting on the following month to provide the Board adequate time to research the item in question. Citizens may have an item placed on the agenda by permission of the President of the Board or the Superintendent of Schools.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Meetings

Order of Business

The following shall be the order of business for the regular meetings. The order of business may be changed when the Board President or Superintendent establish the Agenda and also by consent of the Board.

A. Call to Order, Pledge of Allegiance and Announce Location of Open Meetings Poster
B. Consent Agenda
    a. Approval of minutes of previous meetings
    b. Approval of Claims/Payment of Bills and Payroll
    c. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
    d. Financial Report
C. Public Comment
D. Administrative Reports
E. Discussion Items-Committee Reports
F. Action Items
G. Board of Education Development
H. Topics for Next Month's Agenda
I. Adjournment

Date of Adoption: January 17, 2017 Date of Revision: August 14, 2017
Date of Review: February.8.2021

Bylaws of the Board - Meetings

Parliamentary Procedure

The rules of parliamentary procedures as embodied in Robert's Rules of Order, latest edition, may guide the school Board in the conduct of Board meetings. Exceptions shall be made when the issue in question is covered by Board policies or bylaws, and as to minutes, adjournment and as otherwise required by statute. The President, or meeting chair, shall decide all questions of procedure and order, subject to an appeal to the Board, with the object that Board meetings be conducted with order, decency, and regularity and to accomplish the work of the school Board in the best possible manner.

Date of Adoption: June 12, 2017
Date of Review: February.8.2021

Bylaws of the Board - Meetings

Minutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

The minutes may be kept as an electronic record.

Legal Reference: Neb. Rev. Stat. §§ 79-555; 79-570; and 79-577
Neb. Rev. Stat. §§ 84-1408 to 1414

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Meetings

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirements of a roll call or viva voce vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the board to be readily seen by the public.

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Meetings

Methods of Operation/Quorum

The Board of Education shall transact business only when it is in session, has a quorum present, and minutes are kept. A majority of all members of the Board shall constitute a quorum.

Legal Reference: Neb. Rev. Stat. § 79-554

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Meetings

Board/School District Records

Exceptions and Locations

The Board of Education and the Superintendent may withhold from the public those records in their custody enumerated by law. Records which are open to inspection shall be available in the office of the Superintendent.

Open Meetings Act Posting and Public Access to Board Records

The Board of Education accepts its responsibility to conduct its meetings in public and in compliance with law. The Superintendent shall post at least one current copy of the Open Meetings Act in the meeting room at a location accessible to members of the public. At the beginning of each meeting the public shall be informed about the location of the posted information by announcement of the Board President or Chairperson or via notice given in the Agenda. The Superintendent and the Board secretary shall make available for examination and copying by members of the public at least one copy of all reproducible written material to be discussed at an open meeting except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure.

Therefore, the Board of Education directs the Superintendent and the Board secretary, acting jointly and cooperatively, to make easily available copies of the Board of Education policy manual and the minutes of meetings of the Board of Education and its committees (except as exempt by law). Minutes shall be made available within ten (10) days of the meeting reported; policies shall be incorporated into the manual within thirty (30) days of adoption.

Legal Reference: Neb. Rev. Stat. §§ 84-1408 to 84-1414
Neb. Rev. Stat. § 84-712

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Meetings

Open Sessions

Subject to the provisions of the public meeting law of the State of Nebraska and the policies of the District, the public shall have the right to attend and the right to speak at meetings of the Board except any part thereof held in closed session, and all or any part of a meeting of the Board except that held in closed session may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction or in writing.

The Board may make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak. The Board is not required to allow citizens to speak at each meeting, nor may it forbid public participation at all meetings.

Any person or group may attend the regular or special meeting of the Board of Education. Undue interruption or other interference with the orderly conduct of business cannot be allowed. Defamatory or abusive remarks are always out of order. A speaker's privilege of address may be terminated if he persists in improper remarks.

At a public meeting of the Board no person shall orally initiate charges or complaints against an individual employee of the District or challenge instructional materials used in the District. All such complaints, charges or challenges shall be presented to the Superintendent or Board in writing and signed by the complainant. All such charges, if presented to the Board directly, shall be referred to the Superintendent for investigation and report.

The Board is not obligated to act on any request unless the same has been submitted in writing to the Superintendent or to the president of the Board sufficiently in advance to allow the same to have been incorporated into the agenda for the meeting.

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

Bylaws of the Board - Meetings

Closed Sessions

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) strategy sessions with respect to collective bargaining, real estate purchases, or litigation; (b) discussion regarding deployment of security personnel or devices; (c) investigative proceedings regarding allegations or misconduct; or (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; provided, however a closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reasons stated in the original motion to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The term "closed session" as used in the policies, regulations and Bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations and Bylaws, all of said terms being interchangeable.

Legal Reference: Neb. Rev. Stat. §§ 84-1407 to 84-1414

Date of Adoption: January 17, 2017
Date of Review: February.8.2021

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Personnel -All

Recruitment and Selection

The Board of Education authorizes the Superintendent to recruit and recommend for employment the best qualified personnel to implement and fulfill the goals and policies of District OR-1 Public Schools. When a vacancy exists, the administration may consider reassignment of existing staff to fill the vacancy. When the administration determines that a vacancy can not be appropriately filled by reassignment of existing staff, the administration is to solicit applicants by advertising or otherwise. All applicants so selected and recommended must satisfy the standards as set by the Board and/or the laws of the State of Nebraska.

Where required by law or deemed essential by the school district, employees must be duly licensed and/or certified.

The rehiring of a former employee is contingent on the former employee having a positive performance record with the District. A former employee who was terminated, or who resigned in lieu of termination, for reason of violating a workplace conduct rule or unsatisfactory job performance is not eligible for rehire.

Legal Reference: Neb. Rev. Stat. Sec. 79-501

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Equal Opportunity Employment

It is the policy of District OR-1 Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees (& Students)

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

District OR-1 Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

District OR-1 Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Aaron Hoeft, Activities Director, 425 F. Street, Palmyra, NE, 68418 (402) 780-5327 (hoeft.aar@districtor1.net).

Employees and Others: Heath Johnson, High School Principal,425 F. Street, Palmyra, NE. 68418 (402) 780-5327 (johnson.hea@districtor1.net).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

District OR-1 Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation

or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

a. Name-calling,
b. Teasing or taunting,
c. Insults, slurs, or derogatory names or remarks,
d. Demeaning jokes,
e. Inappropriate gestures,
f. Graffiti or inappropriate written or electronic material,
g. Visual displays, such as cartoons, posters, or electronic images,
h. Threats or intimidating or hostile conduct,
i. Physical acts of aggression, assault, or violence, or
j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,
b. Requests or pressure for sexual favors,
c. Comments about an individual’s body, sexual activity, or sexual attractiveness,
d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol,
f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence.
b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,

b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and

c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's

determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):
If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:
The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:
The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
j. Recommending changes to this policy and grievance procedure.
k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: July 12th 2021

Notice of Nondiscrimination

Updated: July 2021

District OR-1 Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Aaron Hoeft, Activities Director, 425 F. Street, Palmyra, NE, 68418 (402) 780-5327 (hoeft.aar@districtor1.net).

Employees and Others: Heath Johnson, High School Principal,425 F. Street, Palmyra, NE. 68418 (402) 780-5327 (johnson.hea@districtor1.net).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Complaint Form
Discrimination, Harassment or Retaliation
Updated: July 2021

District OR-1 Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Aaron Hoeft, Activities Director, 425 F. Street, Palmyra, NE, 68418 (402) 780-5327 (hoeft.aar@districtor1.net).

Employees and Others: Heath Johnson, High School Principal,425 F. Street, Palmyra, NE. 68418 (402) 780-5327 (johnson.hea@districtor1.net).

Name: _____ Date: _____

(1) Description of the complaint: _____
_____
_____.

(2) Names of any witnesses to the matter being complained about: _____
_____

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do__ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.
_____.

(5) Relief requested (what I want done in response to this complaint):
_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature:_____
Received by: _____ Date: _____

Updated: July 12.2021

Personnel - All Employees

Duty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.

2. Teachers shall make arrangements to be available to students after school. Unless otherwise specified by the Superintendent or by negotiated agreement, members of the professional staff shall be on duty 30 minutes before the start of school and 30 minutes after the end of the day to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall be provided with a one half hour duty free lunch period.

3. All other staff shall be on duty as determined by the Superintendent.

4. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Absence of Employees

1. An employee who finds it necessary to be absent from duty shall notify the office of the employee's immediate supervisor in advance of such absence and give (1) the reason for the absence; and, (2) the anticipated length of absence.

2. Employees requesting leave in order to perform other duties for which they will be compensated (court duty, consulting, etc.) shall be required to remit to the District either the compensation received beyond expenses or their district wages for the time missed.

3. Absence or suspension from duty of any employee shall result in loss of pay for the period of absence or suspension except as otherwise provided by these policies or law.

4. A substitute may not be hired by any employee to take over his/her duties. In no instance may an employee make personal arrangements to pay a substitute.

Date of Adoption: March 13, 2017

Personnel - All Employees

Absence From Building

1. Employees may not be absent from their respective assignments during duty hours except by permission of their immediate supervisor or Superintendent. Employees shall check out of the building whenever absent during the day.

2. Employees may be excused from the building for periods not to exceed thirty (30) minutes with the approval of their immediate superior officer or Superintendent for matters of personal business which cannot be completed after regular school hours. Personal absence leave forms shall be completed in the event the absence from the building exceeds 30 minutes.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act

U.S. Department of Labor Wage Hour Division

WAGE AND HOUR DIVISION

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave to care for a family member with a serious health condition to submit a medical certification issued by the family member's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308**. Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First *Middle* *Last*

(2) Employer name: _____ Date: _____ *(mm/dd/yyyy) (List date certification requested)*

(3) The medical certification must be returned by _____ *(mm/dd/yyyy)*
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete and sign Section II before providing this form to your family member or your family member's health care provider. The FMLA allows an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of your family member. If requested by your employer, your response is required to obtain or retain the benefit of the FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). **You are responsible for making sure the medical certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. §§ 825.305-825.306. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA leave request. 29 C.F.R. § 825.313.

(1) Name of the family member for whom you will provide care: _____

(2) Select the relationship of the family member to you. The family member is your:

☐ Spouse ☐ Parent ☐ Child, under age 18

☐ Child, age 18 or older and incapable of self-care because of a mental or physical disability

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name:

(3) Briefly describe the care you will provide to your family member: (*Check all that apply)*

☐ Assistance with basic medical, hygienic, nutritional, or safety needs ☐ Transportation

☐ Physical Care ☐ Psychological Comfort ☐ Other: _____

(4) Give your **best estimate** of the amount of leave needed to provide the care described: _____

_____

(5) If a **reduced work schedule** is necessary to provide the care described, give your **best estimate** of the reduced schedule you are able to work. From_____*(mm/dd/yyyy)* to_____*(mm/dd/yyyy),* I am able to work _____ (*hours per day*)_____(*days per week).*

Employee Signature_____**Date**_____*(mm/dd/yyyy)*

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form below. A family member of your patient has requested leave under the FMLA to care for your patient. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a family member with a serious health condition. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that *involves inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart at the end of the form.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Health Care Provider's name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____)_____Fax: (____)_____E-mail: _____

PART A: Medical Information

Limit your response to the medical condition for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) Patient's Name: _____

(2) State the approximate date the condition started or will start:_____*(mm/dd/yyyy)*

(3) Provide your **best estimate** of how long the condition lasted or will last: _____

(4) For FMLA to apply, care of the patient must be medically necessary. Briefly describe the type of care needed by the patient (*e.g., assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort).*

_____

_____

Employee Name:

(5) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

□ **Inpatient Care**: The patient (□ has been / □ is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

□ **Incapacity plus Treatment**: *(e.g. outpatient surgery, strep throat)*

Due to the condition, the patient (□ has been / □ is expected to be) incapacitated for *more than* three consecutive, full calendar days from_____*(mm/dd/yyyy)* to_____*(mm/dd/yyyy)*.

The patient (□ was / □ will be) seen on the following date(s): _____

_____

The condition (□ has / □ has not) also resulted in a course of continuing treatment under the supervision of a health care provider *(e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)*

□ **Pregnancy**: The condition is pregnancy. List the expected delivery date:_____*(mm/dd/yyyy)*.

□ **Chronic Conditions**: *(e.g. asthma, migraine headaches)* Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

□ **Permanent or Long Term Conditions**: *(e.g. Alzheimer's, terminal stages of cancer)* Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

□ **Conditions requiring Multiple Treatments**: (*e.g. chemotherapy treatments, restorative surgery)* Due to the condition, it is medically necessary for the patient to receive multiple treatments.

□ **None of the above**: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

(6) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. *(e.g., use of nebulizer, dialysis)* _____

_____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine if the benefits and protections of the FMLA apply.

(7) Due to the condition, the patient (□ had / □ will have) **planned medical treatment(s)** (scheduled medical visits) *(e.g. psychotherapy, prenatal appointments)* on the following date(s):

_____

_____

(8) Due to the condition, the patient (□ was / □ will be) **referred to other health care provider(s)** for evaluation or treatment(s).

Employee Name:

State the nature of such treatments: *(e.g. cardiologist, physical therapy)* _____

Provide your **best estimate** of the beginning date_____ *(mm/dd/yyyy)* and end date _____ *(mm/dd/yyyy)* for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery

_____ *(e.g. 3 days/week)*

Employee Name:

(9) Due to the condition, the patient (☐ was / ☐ will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date:_____ *(mm/dd/yyyy)* and end date _____ *(mm/dd/yyyy)* for the period of incapacity.

(10) Due to the condition it, (☐ was / ☐ is / ☐ will be) medically necessary for the employee to be absent from work to provide care for the patient on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

☐

Over the next 6 months, episodes of incapacity are estimated to occur_____times per (☐ day / ☐ week / ☐ month) and are likely to last approximately_____(☐ hours / ☐ days) per episode.

Signature of Health Care Provider_____ **Date**_____ *(mm/dd/yyyy)*

Definitions of a Serious Health Condition *(See 29 C.F.R. §§ 825.113-.115)*
Inpatient Care
• An overnight stay in a hospital, hospice, or residential medical care facility. • Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either: o Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or, o At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.
Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.
Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

Notice of Eligibility & Rights and Responsibilities
under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division

WAGE AND HOUR DIVISION

DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.

OMB Control Number: 1235-0003
Expires: 6/30/2023

In general, to be eligible to take leave under the Family and Medical Leave Act (FMLA), an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. §§ 825.300(b), (c) which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

Date:_____*(mm/dd/yyyy)*

From:_____*(Employer)* To:_____*(Employee)*

On_____*(mm/dd/yyyy)*, we learned that you need leave *(beginning on)*_____*(mm/dd/yyyy)* for one of the following reasons: *(Select as appropriate)*

The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child

Your own serious health condition

You are needed to care for your family member due to a serious health condition. Your family member is your:

☐ Spouse ☐ Parent ☐ Child under age 18 ☐ Child 18 years or older and incapable of self-care because of a mental or physical disability

A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active duty status. Your family member on covered active duty is your:

☐ Spouse ☐ Parent ☐ Child of any age

You are needed to care for your family member who is a covered servicemember with a serious injury or illness. You are the servicemember's:

☐ Spouse ☐ Parent ☐ Child ☐ Next of kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

SECTION I – NOTICE OF ELIGIBILITY

This Notice is to inform you that you are:

Eligible for FMLA leave. *(See Section II for any Additional Information Needed and Section III for information on your Rights and Responsibilities.)*

Not eligible for FMLA leave because: *(Only one reason need be checked)*

☐ You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately:_____towards this requirement.

(months)

☐ You have not met the FMLA's 1,250 hours of service requirement. As of the first date of requested leave, you will have worked approximately:_____towards this requirement.

(hours of service)

□ You are an airline flight crew employee and you have not met the special hours of service eligibility requirements for airline flight crew employees as of the first date of requested leave (i.e., worked or been paid for at least 60% of your applicable monthly guarantee, and worked or been paid for at least 504 duty hours.)

□ You do not work at and/or report to a site with 50 or more employees within 75-miles as of the date of your request.

If you have any questions, please contact:_____*(Name of employer representative)*

at_____*(Contact information).*

SECTION II – ADDITIONAL INFORMATION NEEDED

As explained in Section I, you meet the eligibility requirements for taking FMLA leave. Please review the information below to determine if additional information is needed in order for us to determine whether your absence qualifies as FMLA leave. Once we obtain any additional information specified below we will inform you, **within 5 business days**, whether your leave will be designated as FMLA leave and count towards the FMLA leave you have available. **If complete and sufficient information is not provided in a timely manner, your leave may be denied.**

(Select as appropriate)

No additional information requested. If no additional information requested, go to Section III.

We request that the leave be supported by a certification, as identified below.

☐ Health Care Provider for the Employee ☐ Health Care Provider for the Employee's Family Member

☐ Qualifying Exigency ☐ Serious Illness or Injury *(Military Caregiver Leave)*

Selected certification form is ☐ attached / ☐ not attached.

If requested, medical certification must be returned by_____*(mm/dd/yyyy) (Must allow at least 15 calendar days from the date the employer requested the employee to provide certification, unless it is not feasible despite the employee's diligent, good faith efforts.)*

☐ We request that you provide reasonable documentation or a statement to establish the relationship between you and your family member, including *in loco parentis* relationships (as explained on page one). The information requested must be returned to us by_____*(mm/dd/yyyy).* You may choose to provide a simple statement of the relationship or provide documentation such as a child's birth certificate, a court document, or documents regarding foster care or adoption-related activities. Official documents submitted for this purpose will be returned to you after examination.

Other information needed *(e.g. documentation for military family leave*):_____.

The information requested must be returned to us by_____*(mm/dd/yyyy)*.

If you have any questions, please contact:_____*(Name of employer representative)*

at_____*(Contact information).*

SECTION III – NOTICE OF RIGHTS AND RESPONSIBILITIES

Part A: FMLA Leave Entitlement

You have a right under the FMLA to take unpaid, job-protected FMLA leave in a 12-month period for certain family and medical reasons, including up to **12 weeks** of unpaid leave in a 12-month period for the birth of a child or placement of a child for adoption or foster care, for leave related to your own or a family member's serious health condition, or for certain

qualifying exigencies related to the deployment of a military member to covered active duty. You also have a right

under the FMLA to take up to **26 weeks** of unpaid, job-protected FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (*Military Caregiver Leave*).

The 12-month period for FMLA leave is calculated as: *(Select as appropriate)*

- ☐ The calendar year (January 1st - December 31st)
- ☐ A fixed leave year based on _____
  (e.g., a fiscal year beginning on July 1 and ending on June 30)
- ☐ The 12-month period measured forward from the date of your first FMLA leave usage.
- ▫ A "rolling" 12-month period measured backward from the date of any FMLA leave usage. *(Each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the 12 months immediately before the FMLA leave is to start.)*

If applicable, the single 12-month period for *Military Caregiver Leave* started on_____*(mm/dd/yyyy)*.

You (☐ are / ☐ are not) considered a key employee as defined under the FMLA. Your FMLA leave cannot be denied for this reason; however, we may not restore you to employment following FMLA leave if such restoration will cause substantial and grievous economic injury to us.

We (☐ have / ☐ have not) determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. Additional information will be provided separately concerning your status as key employee and restoration.

Part B: Substitution of Paid Leave – When Paid Leave is Used at the Same Time as FMLA Leave

You have a right under the FMLA to request that your accrued paid leave be substituted for your FMLA leave. This means that you can request that your accrued paid leave run concurrently with some or all of your unpaid FMLA leave, provided you meet any applicable requirements of our leave policy. Concurrent leave use means the absence will count against both the designated paid leave and unpaid FMLA leave at the same time. If you do not meet the requirements for taking paid leave, you remain entitled to take available unpaid FMLA leave in the applicable 12-month period. Even if you do not request it, the FMLA allows us to require you to use your available sick, vacation, or other paid leave during your FMLA absence.

(Check all that apply)

Some or all of your FMLA leave will not be paid. Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

You have requested to use some or all of your available paid leave *(e.g., sick, vacation, PTO)* during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

We are requiring you to use some or all of your available paid leave *(e.g., sick, vacation, PTO)* during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

Other: *(e.g., short- or long-term disability, workers' compensation, state medical leave law, etc.)*_____
Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

The applicable conditions for use of paid leave include:_____.

Employee Name:

For more information about conditions applicable to sick/vacation/other paid leave usage please refer to _____ _____ available at:_____.

Reviewed: July 12.2021

Employee Name:

Part C: Maintain Health Benefits

Your health benefits must be maintained during any period of FMLA leave under the same conditions as if you continued to work. During any paid portion of FMLA leave, your share of any premiums will be paid by the method normally used during any paid leave. During any unpaid portion of FMLA leave, you must continue to make any normal contributions to the cost of the health insurance premiums. To make arrangements to continue to make your share of the premium payments on your health insurance while you are on any unpaid FMLA leave, contact_____at _____.

You have a minimum grace period of (□ 30-days or □_____*indicate longer period, if applicable)* in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave if you do not return to work following **unpaid** FMLA leave for a reason other than: the continuation, recurrence, or onset of your or your family member's serious health condition which would entitle you to FMLA leave; or the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or other circumstances beyond your control.

Part D: Other Employee Benefits

Upon your return from FMLA leave, your other employee benefits, such as pensions or life insurance, must be resumed in the same manner and at the same levels as provided when your FMLA leave began. To make arrangements to continue your employee benefits while you are on FMLA leave, contact _____ at_____.

Part E: Return-to-Work Requirements

You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. An equivalent position is one that is virtually identical to your former position in terms of pay, benefits, and working conditions. At the end of your FMLA leave, all benefits must also be resumed in the same manner and at the same level provided when the leave began. You do not have return-to-work rights under the FMLA if you need leave beyond the amount of FMLA leave you have available to use.

Part F: Other Requirements While on FMLA Leave

While on leave you (□ will be / □ will not be) required to furnish us with periodic reports of your status and intent to return to work every_____.

(Indicate interval of periodic reports, as appropriate for the FMLA leave situation).

If the circumstances of your leave change and you are able to return to work earlier than expected, you will be required to notify us at least two workdays prior to the date you intend to report for work.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

Designation Notice

under the Family and Medical Leave Act

U.S. Department of Labor

Wage and Hour Division

WAGE AND HOUR DIVISION

DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.

OMB Control Number: 1235-0003
Expires: 6/30/2023

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form is optional, a fully completed Form WH-382 provides employees with the information required by 29 C.F.R. §§ 825.300(d), 825.301, and 825.305(c), which must be provided within five business days of the employer having enough information to determine whether the leave is for an FMLA-qualifying reason. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

The employer is responsible in **all** circumstances for designating leave as FMLA-qualifying and giving notice to the employee. Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, an employer may not delay designating such leave as FMLA leave, and neither the employee nor the employer may decline FMLA protection for that leave.

Date:_____ *(mm/dd/yyyy)*

From:_____ *(Employer)* To:_____ *(Employee)*

On_____ *(mm/dd/yyyy)* we received your most recent information to support your need for leave due to: *(Select as appropriate)*

- ☐ The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- ☐ Your own serious health condition
- ☐ The serious health condition of your spouse, child, or parent
- ☐ A qualifying exigency arising out of the fact that your spouse, child, or parent is on covered active duty or has been notified of an impending call or order to covered active duty with the Armed Forces
- ☐ A serious injury or illness of a covered servicemember where you are the servicemember's spouse, child, parent, or next of kin *(Military Caregiver Leave)*

We have reviewed information related to your need for leave under the FMLA along with any supporting documentation provided and decided that your FMLA leave request is: *(Select as appropriate)*

Approved. All leave taken for this reason will be designated as FMLA leave. Go to Section III for more information.

Not Approved: *(Select as appropriate)*

- ☐ The FMLA does not apply to your leave request.
- ☐ As of the date the leave is to start, you do not have any FMLA leave available to use.
- ☐ Other _____

Additional information is needed to determine if your leave request qualifies as FMLA leave. *(Go to Section II for the specific information needed. If your FMLA leave request is approved and no additional information is needed, go to Section III.)*

SECTION II – ADDITIONAL INFORMATION NEEDED

We need additional information to determine whether your leave request qualifies under the FMLA. Once we obtain the additional information requested, we will inform you **within 5 business days** if your leave will or will not be designated as FMLA leave and count towards the amount of FMLA leave you have available. **Failure to provide the additional information as requested may result in a denial of your FMLA leave request**.

If you have any questions, please contact:_____ at_____
(Name of employer FMLA representative) *(Contact information)*

Incomplete or Insufficient Certification

The certification you have provided is incomplete and/or insufficient to determine whether the FMLA applies to your leave request. *(Select as applicable)*

The certification provided is incomplete and we are unable to determine whether the FMLA applies to your leave request. *"Incomplete" means one or more of the applicable entries on the certification have not been completed.*

Employee Name:

The certification provided is insufficient to determine whether the FMLA applies to your leave request. *"Insufficient" means the information provided is vague, unclear, ambiguous or non-responsive.*

Specify the information needed to make the certification complete and/or sufficient: _____

You must provide the requested information no later than *(provide at least 7 calendar days)*_____*(mm/dd/yyyy),* unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

Second and Third Opinions

We request that you obtain a (□ second / □ third opinion) medical certification at our expense, and we will provide further details at a later time. *Note: The employee or the employee's family member may be requested to authorize the health care provider to release information pertaining only to the serious health condition at issue.*

SECTION III – FMLA LEAVE APPROVED

As explained in Section I, your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave and will count against the amount of FMLA leave you have available to use in the applicable 12-month period. The FMLA requires that you notify us as soon as practicable if the dates of scheduled leave change, are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against the total **amount of FMLA leave** you have available to use in the applicable 12-month period: *(Select as appropriate)*

Provided there is no change from your **anticipated FMLA leave schedule**, the following number of hours, days, or weeks will be counted against your leave entitlement:_____.

Because the leave you will need will be **unscheduled**, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised: *(check all that apply)*

Some or all of your FMLA leave will not be paid. Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

- □ **Based on your request, some or all of your available paid leave** *(e.g., sick, vacation, PTO)* **will be used during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- □ **We are requiring you to use some or all of your available paid leave** *(e.g., sick, vacation, PTO)* **during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- □ **Other:**

_____

(e.g., Short- or long-term disability, workers' compensation, state medical leave law, etc.) Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

Return-to-work requirements. To be restored to work after taking FMLA leave, you (□ will be / □ will not be) required to provide a certification from your health care provider (fitness-for-duty certification) that you are able to resume work. This request for a fitness- for-duty certification is *only* with regard to the particular serious health condition that caused your need for FMLA leave. **If such certification is not timely received, your return to work may be delayed until the certification is provided.**

A list of the essential functions of your position (□ is / □ is not) attached. If attached, the fitness-for-duty certification must address your ability to perform the essential job functions.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator,

Employee Name:

Wage and Hour Division,

U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave Act

U.S. Department of Labor Wage and Hour Division

WAGE AND HOUR DIVISION

OMB Control Number: 1235-0003
Expires: 6/30/2023

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I – EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R.
§ 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First *Middle* *Last*

(2) Employer name:_____ Date:_____ *(mm/dd/yyyy)*
(List date certification requested)

(3) The medical certification must be returned by_____ *(mm/dd/yyyy)*
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

(4) Employee's job title:_____ Job description (☐ is / ☐ is not) attached.
Employee's regular work schedule: _____
Statement of the employee's essential job functions: _____

(*The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)*

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves *inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name:

Health Care Provider's name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (___)_____Fax: (___)_____E-mail: _____

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start:_____*(mm/dd/yyyy)*

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

□ **Inpatient Care**: The patient (□ has been / □ is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

□ **Incapacity plus Treatment**: *(e.g. outpatient surgery, strep throat)*

Due to the condition, the patient (□ has been / □ is expected to be) incapacitated for *more than* three consecutive, full calendar days from_____*(mm/dd/yyyy)* to_____*(mm/dd/yyyy)*.

The patient (□ was / □ will be) seen on the following date(s): _____

_____

The condition (□ has / □ has not) also resulted in a course of continuing treatment under the supervision of a health care provider *(e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)*

□ **Pregnancy**: The condition is pregnancy. List the expected delivery date:_____*(mm/dd/yyyy)*.

□ **Chronic Conditions**: *(e.g. asthma, migraine headaches)* Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

□ **Permanent or Long Term Conditions**: *(e.g. Alzheimer's, terminal stages of cancer)* Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

□ **Conditions requiring Multiple Treatments**: (*e.g. chemotherapy treatments, restorative surgery)* Due to the condition, it

is medically necessary for the patient to receive multiple treatments.

☐ **None of the above**: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name:

(4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. *(e.g., use of nebulizer, dialysis*) _____

_____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

(5) Due to the condition, the patient (☐ had / ☐ will have) **planned medical treatment(s)** (scheduled medical visits) *(e.g. psychotherapy, prenatal appointments)* on the following date(s): _____

_____

(6) Due to the condition, the patient (☐ was / ☐ will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: *(e.g. cardiologist, physical therapy)* _____

Provide your **best estimate** of the beginning date_____*(mm/dd/yyyy)* and end date _____ *(mm/dd/yyyy)* for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery *(e.g. 3 days/week)*

_____

(7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From _____ *(mm/dd/yyyy)* to_____*(mm/dd/yyyy)* the employee is able to work: *(e.g., 5 hours/day, up to 25 hours a week)*

_____

(8) Due to the condition, the patient (☐ was / ☐ will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date *(mm/dd/yyyy)* and end date _____ *(mm/dd/yyyy)* for the period of incapacity.

(9) Due to the condition, it (☐ was / ☐ is / ☐ will be) medically necessary for the employee to be absent from work on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur_____times per (☐ day / ☐ week / ☐ month) and are likely to last approximately_____(☐ hours / ☐ days) per episode.

Employee Name:

PART C: Essential Job Functions

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee's essential functions or a job description, answer these questions based upon the employee's own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be *not able* to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee (☐ was not able / ☐ is not able / ☐ will not be able) to perform *one or more* of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

_____

_____

Signature of Health Care Provider_____ **Date**_____ *(mm/dd/yyyy)*

Definitions of a Serious Health Condition *(See 29 C.F.R. §§ 825.113-.115)*
Inpatient Care
• An overnight stay in a hospital, hospice, or residential medical care facility. • Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either: o Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or, o At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.
Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.
Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

Certification for Military Family Leave for Qualifying Exigency under the Family and Medical Leave Act

U.S. Department of Labor
Wage and Hour Division

WAGE AND HOUR DIVISION

DO NOT SEND FORM TO THE DEPARTMENT OF LABOR.
RETURN THE COMPLETED FORM TO THE EMPLOYER.

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, child, or parent (the military member) is on covered active duty or has been notified of an impending call or order to covered active duty. The FMLA allows an employer to require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. 29 U.S.C. §§ 2613, 2614(c)(3). The employer must give the employee **at least 15 calendar days** to provide the certification. 29 C.F.R. § 825.305(b). If the employee fails to provide complete and sufficient certification, the employee's FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at http://www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, it asks the employee for the information necessary for a complete and sufficient qualifying exigency certification, which is set out at 29 C.F.R. § 825.309. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.309.**

(1) Employee name: _____
First Middle Last

(2) Employer name:_____ Date:_____ *(mm/dd/yyyy)*
(List date certification requested)

(3) This certification must be returned by_____ *(mm/dd/yyyy)*.
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete all Parts of Section II and sign the form before returning it to your employer. The FMLA allows an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. If requested by your employer, your response is required to obtain the benefits and protections of the FMLA**.** 29 C.F.R. § 825.309. Failure to provide a complete and sufficient certification may result in a denial of your FMLA leave request. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a military member's covered active duty or call to covered active duty status. **You are responsible for making sure the certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. § 825.313.

(1) Provide the name of the military member on covered active duty or call to covered active duty status:

_____
First Middle Last

(2) Select your relationship of the military member. The military member is your:

☐ Spouse ☐ Parent ☐ Child, of any age

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave for a qualifying exigency related a military member who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave for a qualifying exigency related a military member for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name:

PART A: COVERED ACTIVE DUTY STATUS

Covered active duty or call to covered active duty in the case of a member of the Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. Covered active duty or call to covered active duty in the case of a member of the Reserve components means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to: Section 688 of Title 10 of the United States Code; Section 12301(a) of Title 10 of the United States Code; Section 12302 of Title 10 of the United States Code; Section 12304 of Title 10 of the United States Code; Section 12305 of Title 10 of the United States Code; Section 12406 of Title 10 of the United States Code; chapter 15 of Title 10 of the United States Code; or, any other provision of law during a war or during a national emergency declared by the President or Congress so long as it is in support of a contingency operation. 10 U.S.C. § 101(a)(13)(B).

An employer may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service. **This information need only be provided to the employer once, unless additional leave is needed for a different military member or different deployment**.

(3) Provide the dates of the military member's covered active duty service: _____

(4) Please check one of the following and attach the indicated written document to support that the military member is on covered active duty or call to covered active duty status:

☐ A copy of the military member's covered active duty orders

☐ Other documentation from the military indicating that the military member is on covered active duty or has been notified of an impending call to covered active duty, such as official military correspondence from the military member's chain of command

☐ I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status

PART B: APPROPRIATE FACTS

Under the FMLA, leave can be taken for a number of qualifying exigencies. 29 C.F.R. § 825.126(b). Complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes available written documentation which supports the need for leave such as a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming the military member's Rest and Recuperation leave, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, or a document confirming an appointment with a third party (*e.g.*, a counselor or school official, or staff at a care facility, a copy of a bill for services for the handling of legal or financial affairs). Please provide appropriate facts related to the particular qualifying exigency to support the FMLA leave request, including information on the type of qualifying exigency and any available written documentation of the exigency event.

(5) Select the appropriate **Qualifying Exigency Category** and, if needed, provide additional information related to the event:

☐ Short notice deployment (*i.e.,* deployment within seven or fewer days of notice)

☐ Military events and related activities *(e.g., official ceremonies or events, or family support and assistance programs):*

_____

☐ Childcare related activities for the child of the military member *(e.g., arranging for alternative childcare):*

Employee Name: _____

□ Care for the military member's parent *(e.g., admitting or transferring the parent to a new care facility):*

_____

□ Financial and legal arrangements related to the deployment *(e.g., obtaining military identification cards)*

□ Counseling related to the deployment (*i.e.*, counseling provided by someone other than a health care provider)

□ Military member's short-term, temporary Rest and Recuperation leave (R&R) (leave for this reason is limited to 15 calendar days for each instance of R&R)

□ Post deployment activities *(e.g., arrival ceremonies, or reintegration briefings and events):* _____

_____

□ Any other event that the employee and employer agree is a qualifying exigency: _____

_____

(6) **Available written documentation** supporting this request for leave is (□ attached / □ not attached / □ not available).

PART C: AMOUNT OF LEAVE NEEDED

Provide information concerning the amount of leave that will be needed. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency leave needed. Be as specific as you can; terms such as "*unknown"* or *"indeterminate"* may not be sufficient to determine FMLA coverage.

(7) List the approximate date exigency started or will start: _____ *(mm/dd/yyyy)*

(8) Provide your best estimate of how long the exigency lasted or will last:

From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*

(9) Due to a qualifying exigency, I need to work a **reduced schedule**. Provide your **best estimate** of the reduced schedule you are able to work:

From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*

I am able to work _____

(e.g., 5 hours/day, up to 25 hours a week)

(10) Due to a qualifying exigency, I will need to be absent from work for a **continuous period of time**. Provide your **best estimate** of the beginning and ending dates for the period of absence:

From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*

Employee Name:

(11) Due to a qualifying exigency, I will need to be absent from work on an **intermittent basis** (periodically).

Provide your **best estimate** of the frequency (how often) and duration (how long) of each appointment, meeting, or leave event, including any travel time.

Over the next 6 months, absences on an **intermittent basis** are estimated to occur:_____times per (☐ day / ☐ week / ☐ month) and are likely to last approximately_____(☐ hours / ☐ days) per episode.

(12) My leave is due to a qualifying exigency that involves **Rest and Recuperation leave** (R & R) of the military member (leave for this reason is limited to 15 calendar days for each instance of R & R leave).

List the dates of the military member's R &R leave:

From_____*(mm/dd/yyyy)* to_____*(mm/dd/yyyy)*

PART D: THIRD PARTY INFORMATION

If applicable, please provide information below that may be used by your employer to verify meetings or appointments with a third party related to the qualifying exigency. Examples of meetings with third parties include: arranging for childcare or parental care, to attend non-medical counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations. This information may be used by your employer to verify that the information contained on this form is accurate.

Individual *(e.g., name and title)* or Entity / Organization:

_____

Address:

_____

Telephone: (___)_____Fax: (___)_____E-mail:_____

Describe purpose of meeting: _____

Employee Signature_____**Date**_____*(mm/dd/yyyy)*

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN FORM TO THE EMPLOYER.

Certification for Serious Injury or Illness of a Current Servicemember for Military Caregiver Leave under the Family and Medical Leave Act

U.S. Department of Labor
Wage Hour Division

WAGE AND HOUR DIVISION

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that eligible employees may take FMLA leave to care for a covered servicemember with a serious illness or injury. The FMLA allows an employer to require an employee seeking FMLA leave for this purpose to submit a medical certification. 29 U.S.C. §§ 2613, 2614(c)(3). The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, it asks the health care provider for the information necessary for a complete and sufficient medical certification. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.310. Recertifications are not allowed for FMLA leave to care for a covered servicemember. Where medical certification is requested by an employer, an employee may not be held liable for administrative delays in the issuance of military documents, despite the employee's diligent, good-faith efforts to obtain such documents.** An employer requiring an employee to submit a certification for leave to care for a covered servicemember **must** accept as sufficient certification invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill servicemember at the servicemember's bedside. An ITO or ITA is sufficient certification for the duration of time specified in the ITO or ITA.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First *Middle* *Last*

(2) Employer name:_____ Date:_____*(mm/dd/yyyy)*
(List date certification requested)

(3) This certification must be returned by:_____*(mm/dd/yyyy)*
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE and/or CURRENT SERVICEMEMBER

Please complete all Parts of Section II before having the servicemember's health care provider complete Section III. The FMLA allows an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a serious injury or illness of a covered servicemember. If requested by your employer, your response is required to obtain or retain the benefit of FMLA-protected leave.

PART A: EMPLOYEE INFORMATION

(1) Name of the current servicemember for whom employee is requesting leave:_____

Employee Name:

(2) Select your relationship to the current servicemember. You are the current servicemember's: ☐ Spouse ☐ Parent ☐ Child ☐ Next of Kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for a covered servicemember who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a covered servicemember for whom the employee has assumed the obligations of a parent. No biological or legal relationship is necessary. "Next of kin" is the servicemember's nearest blood relative, other than the spouse, parent, son, or daughter, in the following order of priority: (1) a blood relative as designated in writing by the servicemember for purposes of FMLA leave, (2) blood relatives granted legal custody of the servicemember, (3) brothers and sisters, (4) grandparents, (5) aunts and uncles, and (6) first cousins.

PART B: SERVICEMEMBER INFORMATION AND CARE TO BE PROVIDED TO THE SERVICEMEMBER

(3) The servicemember (☐ is / ☐ is not) a current member of the Regular Armed Forces, the National Guard or Reserves. If yes, provide the servicemember's military branch, rank and unit currently assigned to: _____

_____

(4) The servicemember (☐ is / ☐ is not) assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients, such as a medical hold or warrior transition unit. If yes, provide the name of the medical treatment facility or unit: _____

(5) The servicemember (☐ is / ☐ is not) on the Temporary Disability Retired List (TDRL).

(6) Briefly describe the care you will provide to the servicemember: *(Check all that apply)*

☐ Assistance with basic medical, hygienic, nutritional, or safety needs

☐ Psychological Comfort ☐ Physical Care

☐ Transportation ☐ Other: _____

(7) Give your **best estimate** of the amount of leave needed to provide the care described: _____

_____

(8) If a reduced work schedule is necessary to provide the care described, give your **best estimate** of the reduced work schedule you are able to work. From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy),* I am able to work: _____ (*days per week).*

_____
(hours per day)

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all Parts of this Section fully and completely, and sign the form below. The employee listed at Section I has requested leave under the FMLA to care for a family member who is a current member of the Regular Armed Forces, the National Guard, or the Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. Note: For purposes of FMLA leave, a serious injury or illness is one that was incurred in the line

of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating. "Need for care" includes both physical and psychological care. It includes situations where, for example, due to his or her serious injury or illness, the servicemember is not able to care for his or her own basic medical, hygienic, or nutritional needs or safety, or needs transportation to the doctor. It also includes providing psychological comfort and reassurance which would be beneficial to the servicemember who is receiving inpatient or home

care. A complete and sufficient certification to support a request for FMLA leave due to a current servicemember's serious injury or illness includes written documentation confirming that the servicemember's injury or illness was incurred in the line of duty on active duty or if not, that the current servicemember's injury or illness existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that the current servicemember is undergoing treatment for such injury or illness by a health care provider listed above.

PART A: HEALTH CARE PROVIDER INFORMATION

Health Care Provider's Name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice/Medical specialty: _____

Telephone: (___)_____Fax: (___)_____E-mail: _____

Please select the type of FMLA health care provider you are:

- ☐ DOD health care provider
- ☐ VA health care provider
- ☐ DOD TRICARE network authorized private health care provider
- ☐ DOD non-network TRICARE authorized private health care provider
- ☐ Health care provider as defined in 29 C.F.R. § 825.125

PART B: MEDICAL INFORMATION

Please provide appropriate medical information of the patient as requested below. Limit your responses to the servicemember's condition for which the employee is seeking leave. If you are unable to make some of the military-related determinations contained below, you are permitted to rely upon determinations from an authorized DOD representative, such as a DOD recovery care coordinator. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), or genetic services, as defined in 29 C.F.R. §1635.3(e).

(1) Patient's Name: _____

(2) List the approximate date condition started or will start:_____ *(mm/dd/yyyy)*

(3) Provide your **best estimate** of how long the condition will last: _____

(4) The servicemember's injury or illness: *(Select as appropriate)*

☐ Was incurred in the line of duty on active duty.
☐ Existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty.
☐ None of the above.

(5) The servicemember (☐ is / ☐ is not) undergoing medical treatment, recuperation, or therapy for this condition.
If yes, briefly describe the medical treatment, recuperation or therapy: _____

Employee Name:

(6) The current servicemember's medical condition is classified as: *(Select as appropriate)*

(VSI) Very Seriously Ill/Injured Illness/Injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. *Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.*

(SI) Seriously Ill/Injured Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. *Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.*

OTHER Ill/Injured A serious injury or illness that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.

NONE OF THE ABOVE. *Note to Employee: If this box is checked, you may still be eligible to take leave to care for a covered family member with a "serious health condition" under 29 C.F.R. § 825.113 of the FMLA. If such leave is requested, you may be required to complete DOL FORM WH-380-F or an employer-provided form seeking the same information.*

PART C: AMOUNT OF LEAVE NEEDED

For the medical condition checked in Part B, complete all that apply. Some questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

(7) Due to the condition, the servicemember will need care for a **continuous period of time**, including any time for treatment and recovery. Provide your **best estimate** of the beginning date_____*(mm/dd/yyyy)* and end date_____*(mm/dd/yyyy)* for this period of time.

(8) Due to the condition, it is medically necessary for the servicemember to attend **planned medical treatment** appointments (scheduled medical visits). Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery_____*(e.g. 3 days/week)*

(9) Due to the condition, it is medically necessary for the servicemember to receive care on an **intermittent basis** (periodically), such as the care needed because of episodic flare-ups of the condition or assisting with the servicemember's recovery. Provide your **best estimate** of how often (frequency) and how long (the duration) the intermittent episodes will likely last.

Over the next 6 months, intermittent care is estimated to occur_____times per (☐ day / ☐ week / ☐ month) and are likely to last approximately_____(☐ hours / ☐ days) per episode.

Signature of Health Care Provider_____**Date**_____*(mm/dd/yyyy)*

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN IT TO THE PATIENT.

Personnel - All Employees

Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as soon as possible.

Legal Reference: Neb. Rev. Stat. Sec. 48-234

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Drug and Substance Use and Abuse

It is the policy of the District OR-1 Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.

2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.

5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §31306 and 49 CFR Part 382

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

4009 - APPENDIX 1

CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING: FEDERAL REGULATIONS, DISTRICT OR-1 PUBLIC SCHOOL'S COMPLIANCE POLICIES AND PROCEDURES, AND EDUCATIONAL MATERIALS

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, District OR-1 Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) **The persons designated by District OR-1 Public Schools to answer employee questions about these materials are**:

Superintendent of Schools
Secondary Principal

(B) **The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are**:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) **The term "safety-sensitive functions" means**:

(1) All time waiting to be dispatched, unless the driver has been relieved from duty;
(2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
(3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
(4) All time, other than driving time, in or upon any commercial motor vehicle;
(5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
(6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
(7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) **Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes**:

1. **Alcohol concentration**.
   No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession**.
   No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use**.
   No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use**.
   No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident**.
   No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test**.
   No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use**.
   No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test**.
   No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) **The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include**:

1. **Pre-employment testing**.
   Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

2. **Post-accident testing**.

(a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:

(1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.

(b) (1) *Alcohol tests*. Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.

(2) *Controlled substance tests*. Shall be administered within 32 hours following the accident.

(c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. **Random testing**.

(a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.

(b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

(c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. **Reasonable suspicion testing**.

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

(i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing**.

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing**.

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) **The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include**:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) **An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations**.

(H) **A "refusal to submit" to an alcohol or controlled substance test includes**:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the

testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

(I) **The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include**:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

(i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and

(ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) **The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include**: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) **Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected**: Information will be made available by the counselor to employees upon request.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

APPLICANT'S CONSENT
TO OBTAIN PAST DRUG AND ALCOHOL TEST RESULTS

I, _____ *[insert applicant's name]*, understand that as a condition of hire with District OR-1 Public Schools ("*School District")* I must give written Consent to obtain the results of all DOT-required drug and/or alcohol tests (including any refusals to be tested) from all of the companies for which I worked as a driver, or for which I took a pre-employment drug and/or alcohol test during the past two (2) years. I also understand that the School District requires me to consent to access to the same information concerning any non-DOT driver drug and/or alcohol tests which I took during this same period of time. I have also been advised and understand that my signing of this consent does not guarantee me a job or guarantee that I will be offered a position with the School District.

Below I have listed all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test during the past two (2) years. I hereby consent to the School District obtaining from those companies, and I hereby consent to those companies furnishing to the School District, all requested information concerning my drug and alcohol tests, including:

(i) all DOT and non-DOT alcohol test results of 0.04 or greater during the past two (2) years;
(ii) all verified positive DOT and non-DOT drug test results during the past two (2) years;
(iii) all instances in which I refused to submit to a DOT-required drug and/or alcohol test during the past two (2) years;
(iv) any other violations of DOT agency drug and alcohol testing regulations during the past two (2) years; and
(v) documentation of successful completion of DOT return-to-duty requirements (including follow-up tests) in the event of a violation of a DOT drug and alcohol testing regulations during the past two (2) years.

I specifically authorize the companies to fully complete the School District's Report of Past Drug and/or Alcohol Test Results form.

The following is a list of all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test, during the past two (2) years:

Company name	Dates worked for/took pre-employment test
_____	_____
_____	_____
_____	_____
_____	_____

APPLICANT CERTIFICATION

I have carefully read and fully understand this Consent to release my past drug and alcohol test results. In authorizing the release of my test results, I consent and agree to waive any physician-patient privilege that may otherwise exist with respect to the confidentiality of my drug and alcohol test results. I further release the Company and its medical review officer, and any officer, employee or agent of the Company or medical review officer whose disclosure of the results is in accordance with this release from any and all claims or causes of actions which may result from the disclosure of such test results to the person or persons identified on this release form.

In signing below, I certify that all of the information which I have furnished on this form is true and complete, and that I have identified all of the companies for which I have either worked, or for which I took a pre-employment drug and/or alcohol test, as a driver during the past two years. I understand that this information is material to my hiring and that my failure to provide true and complete information will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination. Further, I understand that in the event of receipt of a report of past drug and/or alcohol violation, any conditional offer of employment will be revoked and in the event I have been hired, any employment will be automatically ended.

_____	_____	_____
Signature of Applicant	Print Name	Date

Date of Review: July 12, 2021

Document No. 3

REQUEST FOR PAST TEST RESULTS

To: _____*[Insert name of previous employer]*

From: _____*[Insert name and title of school representative]*

Subject: Request to obtain past drug and alcohol test results

Date: _____*[Insert date]*

_____ *[Insert applicant's name]* has advised us that he/she □ worked for your company as a driver or that he/she □ applied to work as a driver for you, during the previous two (2) years.

Regulations of the Department of Transportation (DOT) (49 C.F.R. § 40.25) require us to obtain from you, and **require you to provide** to us, information concerning the above-named driver's past drug and alcohol test results (including refusals to be tested).

In accordance with DOT's regulations, therefore, we are providing you with the driver's written consent directing you to provide us with the past drug and alcohol testing results, as set forth in the consent. A Report form to provide the requested information is also enclosed for your convenience.

Please send this information to

District OR-1 Public Schools
425 F Street
PO Box 130
Palmyra, NE 68418

as soon as possible, either by facsimile (402) 780-5328 or by mail. As required by the DOT, the information which you furnish will be treated as strictly confidential.

Enclosures:

Document No. 1. Applicant's Consent to Obtain Past Drug and Alcohol Test Results.
Document No. 4. Report of Past Drug and Alcohol Test Results.

Date of Review: July 12, 2021

Document No. 4

REPORT OF PAST DRUG AND/OR ALCOHOL TEST RESULTS

To: District OR-1 Public Schools ("School District")
From: _____ *[Insert name of Company submitting results]*
Re: _____ *[Insert Driver/Applicant's name]*
_____ *[Insert Driver/Applicant's Social Security Number]*
_____ *to* _____ *[Insert "Relevant 2 Year Period" dates]*

In accordance with the DOT regulations, at School District's request, and with the Driver/Applicant's Consent, the Company reports the following results of drug and alcohol tests conducted on the above named Driver/Applicant by this Company during the above designated "Relevant 2 Year Period."

(i) Past Alcohol Test Results: ☐ No alcohol tests conducted during relevant period
Date of Test: _____ ☐ 0.04 or greater ☐ Negative ☐ Refused to be tested
Date of Test: _____ ☐ 0.04 or greater ☐ Negative ☐ Refused to be tested

(ii) Past Drug Test Results: ☐ No drug test conducted during relevant period
Date of Test: _____ ☐ Verified Positive ☐ Negative ☐ Refused to be tested
Date of Test: _____ ☐ Verified Positive ☐ Negative ☐ Refused to be tested

(iii) Refusals to Submit: (Note: Refusals to submit include verified adulterated or substituted drug tests)

☐ No refusal to submit to drug and/or alcohol test during relevant period
☐ Refusal to submit to drug and/or alcohol test during relevant period, on the following dates:
Date of Refusal: _____ Nature of Refusal: _____
Date of Refusal: _____ Nature of Refusal: _____

(iv) Any Other Violations of DOT Agency Drug and/or Alcohol Testing Regulations:

☐ No such violations during period specified
☐ Violations occurred during relevant period, on the following dates:
Date of Violation: _____ Nature of Violation: _____
Date of Violation: _____ Nature of Violation: _____

(v) Completion of DOT Return-to-Duty Requirements, including follow-up tests:

☐ Not Applicable, no violations occurred during period specified
☐ Not Applicable, violation(s) occurred during period specified, but Company has no record of successful completion of return-to-duty requirements
☐ Documents are attached; violation(s) occurred during period specified, and Employee successfully completed return-to-duty requirements

_____ _____ _____
Date Name of person completing form *(type/print)* Title *(type/print)*

Date of Review: July 12, 2021

Personnel - All Employees

Bloodborne Pathogen Compliance Plan

A. Procedures for Control of Communicable Diseases.

The School District shall cooperate with county and state health departments in developing procedures for the control of communicable disease in School District programs and activities. Procedures shall conform to the regulations for communicable disease control set up by the state health department. The Superintendent or designee shall establish an exposure control plan in accordance with OSHA's "Occupational Exposure to Blood-Borne Pathogens" Standard.

B. Students

1. Contagious and Infectious Diseases. Contagious and infectious diseases subject to this part include those diseases regulated by the Nebraska Department of Health and Human Services regulations pertaining to school health and communicable disease control (173 NAC 3). A student showing any signs or symptoms of a contagious or infectious disease will be excluded from attending District OR-1 Public Schools or programs in accordance with the Contagious and Infectious Disease Chart attached to those regulations and not be allowed to return until the minimum isolation period has elapsed, and all signs or symptoms of illness have disappeared in accordance with the Chart. Students with contagious or infectious diseases or conditions other than those listed in the Chart will be subject to exclusion until the student's physician gives a written statement that the disease or condition is not in a communicable stage or there is minimal risk of transmission to others in a school program setting.

2. Bloodborne Pathogen Communicable Diseases. Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV) (including AIDS) and Hepatitis B (only carriers are of concern). A student with such a disease shall not be excluded or be subject to different treatment concerning services or participation in activities in the absence of an individualized determination that exclusion or modifications are appropriate because the student's condition poses an imminent threat to the health or the safety of others in the School District or program community. Such a determination shall be made by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers are to consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

In making such a determination, the following factors will be evaluated: (1) the nature of the disease; (2) the age of the student; (3) the behavior of the student; (4) the neurological development of the student; (5) the physical condition of the student; (6) the expected type of interaction which the student will have with other individuals in the proposed placement setting; (7) the degree to which other individuals may be exposed to infectious organisms; (8) the hygienic practices of the student; (9) the risk of transmission of the disease from the student to those individuals with whom the student will interact; and (10) any other pertinent factor reasonably related to the decision.

3. Reporting. Employees who become aware that a student has been diagnosed with or is suspected of having a reportable disease shall immediately inform the Superintendent or designee, who shall notify the appropriate Superintendent of the school in which the student is enrolled and make a report to the Board of Health where required by law.

C. Employees

1. Contagious and Infectious Diseases. When an employee has a contagious or infectious disease which is in a communicable stage or presents more than a minimal risk of transmission to others, the employee should not report to work and is expected to follow the absence reporting procedures. Employees should in general follow the same guidelines for absence from work as a student is to follow under the guidelines of the Contagious and Infectious Disease Chart of the Nebraska Department of Health and Human Services regulations pertaining to school health and communicable disease control. Prior to returning to work, employees shall upon request submit a physician's written statement stating that the employee is able to return to work and does not pose a significant risk of transmission of the disease to others.

2. Bloodborne Pathogen Communicable Diseases. Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV) (including AIDS) and Hepatitis B (only carriers are of concern). An employee with a communicable disease, or an applicant for employment, shall be employed or be continued in employment without consideration of the communicable disease provided the employee or applicant is able to perform the essential functions of the position with such reasonable accommodations as may be necessary and provided the communicable disease does not pose an imminent threat to the health or the safety of others within the employee's work environment. Employees who have a communicable disease are expected to conduct themselves in such a manner as to not place others at risk and, in the event reasonable accommodation is necessary to avoid such risk, to make a confidential request for such accommodation.

D. General Provisions

1. No Discrimination or Harassment. No employee or student shall be unlawfully discriminated against or subjected to harassment on the basis of having a communicable disease.

2. Privacy. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the bloodborne pathogen status of a student or other employee. Violation of medical privacy may be cause for disciplinary action against the employee, including possible termination.

   No information regarding a person's bloodborne pathogen status will be divulged to any individual or organization other than School District employees or agents who have a need to know of the circumstance, appropriate officials of the school in which the student is enrolled, and emergency medical personnel with a need to know, without a court order or a signed and dated consent of the person with the bloodborne pathogen infection (or the parent or guardian of a minor).

3. Records. All health records, notes, and other documents that reference an employee's bloodborne pathogen status or occupational exposure will be maintained in a separate confidential medical file for the employee. Records of occupational exposure shall be maintained for at least the duration of employment plus 30 years in accordance with OSHA standards.

   All health records, notes, and other documents that reference a student's bloodborne pathogen status will be maintained in a separate confidential medical file for the student.

4. Infection Control. All employees are required to consistently follow infection control guidelines. Employees are required to follow the exposure control plan of The School District established in accordance with OSHA's "Occupational Exposure to Blood-Borne Pathogens" Standard. The use of universal precautions is mandated and work practice controls to minimize or prevent potential exposure are to be implemented. Any incident of exposure to blood shall be reported, evaluated, and follow-up completed and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept accessible.

5. Staff Development. The Superintendent or designee will make communicable disease and bloodborne pathogen education programs available to employees as appropriate to convey guidance on infection control procedures and inform employees about School District policies.

Legal Reference: 173 NAC 3 (HHS Control of Communicable Disease regulation) §§ 20-167 and 20-168 (HIV/AIDs statutes)
Neb. Rev. Stat. Sec. 79-264 (student emergency exclusion)
29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation)
ADA-42 U.S.C. §12101 et seq.; 28 CFR §35.101 et seq.
Rehabilitation Act of 1973, Section 504--29 U.S.C. §791, et seq.; 34 CFR §104, et seq.
Nebraska Fair Employment Practices Act--§§48-1101 to 48-1126
20 U.S.C. 1232g (FERPA)

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Infectious Diseases

In the event that a student, employee, or other person in frequent contact with students, employees or others present in District OR-1 Public Schools contracts an infectious disease, the determination of whether that person should be permitted to remain on duty, attend school or participate in school activities shall be made on a case-by-case basis. The following factors will be taken into consideration:

(1) The behavior, neurological development, and physical condition of the student;
(2) The expected type of interaction with others in the school setting;
(3) The impact on both the infected person and others in that setting.

The determination of whether or not the infected person remains in the school shall be based on scientific and medical evidence.

When it is determined that an infected student poses an imminent threat to the health and safety of the school community or that the student's conduct presents a clear threat to the physical safety of himself, herself, or others, the provisions of the Communicable and Infectious Disease policies shall be implemented, providing for the exclusion of that student.

Any person with an infectious disease will retain the rights of confidentiality and privacy, limited to individuals in a need-to-know position (administrators and board members). The community shall be informed that an infectious disease is present in the school system and that the person will be excluded if the situation warrants such action, based on medical and legal advice. No information will be given out about the individual, his or her specific medical record, or about the family without the written permission of the individual (adult) or parent/legal guardian (student).

Legal Reference: 173 NAC 3 (HHS Control of Communicable Disease regulation) §§ 20-167 and 20-168 (HIV/AIDs statutes)
Neb. Rev. Stat. Sec. 79-264 (student emergency exclusion)
29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation)
ADA-42 U.S.C. §12101 et seq.; 28 CFR §35.101 et seq.
Rehabilitation Act of 1973, Section 504--29 U.S.C. §791, et seq.; 34 CFR §104, et seq.
Nebraska Fair Employment Practices Act--§§48-1101 to 48-1126
20 U.S.C. 1232g (FERPA)

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel-All Employees

Personnel Files

Any teacher, administrator, or full-time employee of any public school district shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person.

Legal Reference: Neb. Rev. Stat. Sec. 79-539; Sec. 79-8,109

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Receiving Agents, Salespersons, and Other Business Representatives

No school employee shall visit with or discuss business matters of a personal nature with any sales representative during the hours the employee is on duty in the school, except by special permission of the Superintendent or building principal.

Any agent or business representative calling on school personnel about school matters, such as, textbooks, publication of the school annual, class insignia, athletic equipment, school equipment, school supplies, building and custodial supplies, and the like, shall first obtain the permission of the Superintendent or building principal and it is the duty of the school employee to ascertain that the representative has such permission. In general, a teacher shall not interrupt class work to confer with such representatives.

Legal Reference: Neb. Rev. Stat. Sec. 79-8,100

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Unauthorized Purchases

Any employee who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Use of School Facilities and Equipment by School Employees

The Superintendent may approve use of school facilities, equipment and other resources by school employees, except for activities which result in personal or corporate gain and provided that such use is consistent with Policy No. 1100.

School vehicles shall not be available for personal use.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Activity Passes

All employees and Board of Education members of District OR-1 Public Schools may be given an activity pass which will admit the employee and Board of Education member and spouse to school activities. The activity pass may be used only by the person whose name appears on the pass.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel

Community Relations—Political Activity

The Board requires that staff members who desire to seek public office or to engage in other political activity likely to interfere with their normal work requirements seek prior Board approval.

In order to guard against placing students or staff members under undue pressure to adopt particular positions on political issues, the Board directs that employees avoid using their positions or their access to school materials or facilities for solicitation, promotion, recruiting or to otherwise work for the election or defeat of any candidate for public office or to influence the outcome of an election or a decision by a governing body on a political issue. Specifically, employees are restricted from the use of the following for such purposes.

1. Their position, whether as an instructor or as a leader or supervisor of other employees;

2. Classrooms, buildings or facilities;

3. Students; or

4. School equipment, materials or mailing systems.

These restrictions do not apply to employees who are engaged in authorized lobbying activities on behalf of the district. The restrictions also do not apply to the distribution of employee association correspondence or newsletters in the normal course of association business, even though those communication media may contain information concerning adopted positions of the association on political issues.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Fair Labor Standards Act (Minimum Wage & Overtime)

Work week: The work week for overtime purposes shall be 12:00 a.m. Sunday until 11:59 Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime: Overtime will be paid to non-exempt employees as required by law. Compensatory pay in-lieu of overtime pay may be implemented in accordance with law. A non-exempt employee shall not work overtime without the express approval of the employee's supervisor.

Salaried Basis: The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Legal Reference: Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
29 CFR §§ 541.303; 541.602; 541.603; 541.710; 553.20-.28; and 771.105

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Shredding Consumer Reports

It is the policy of District OR-1 Public Schools to take reasonable measures to protect against unauthorized access to consumer information from consumer reports.[1] A consumer report includes criminal background checks performed on applicants or employees by a third party. It does not include criminal checks performed by school staff.

Reasonable measures to protect against unauthorized access to or use of consumer information in connection with its disposal include the following examples. These examples are illustrative only and are not exclusive or exhaustive methods for complying with this directive.

(1) Shredding of papers containing consumer information so that the information cannot practicably be read or reconstructed. Burning or pulverising such papers are also options where appropriate.
(2) Destruction or erasure of electronic media containing consumer information so that the information cannot practicably be read or reconstructed.
(3) After due diligence,[2] entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of material in a manner consistent with this directive.

This policy does not require that the consumer reports information be disposed of; rather, it specifies the action to be taken whenever such disposal occurs. Questions regarding the disposal of consumer reports information should be directed to the Superintendent or the Superintendent's designee.

Legal Reference: FTC Rule on Disposal of Consumer Report Information and Records, 16 CFR Part 682
Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

[1] "The term 'consumer report' means any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for . . .(B) employment purposes." Fair Credit Reporting Act, 15 U.S.C. § 1681a(3).

[2] The FTC rule states: "In this context, due diligence could include reviewing an independent audit of the disposal company's operations and/or its compliance with this rule, obtaining information about the disposal company from several references or other reliable sources, requiring that the disposal company be certified by a recognized trade association or similar third party, reviewing and evaluating the disposal company's information security policies or procedures, or taking other appropriate measures to determine the competency and integrity of the potential disposal company."

Personnel - All Employees

Social Security Numbers

Employee social security numbers shall be kept confidential to the extent required by law. Use of more than the last four digits of an employee's social security number shall be made by the District only for:

1. Legal Mandates. Compliance with state or federal laws, rules, or regulations.
2. Internal Administration. Internal administrative purposes, including provision of employee social security numbers to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the internal administrative uses shall not permit use of employee social security numbers:
    a. As an identification number for occupational licensing.
    b. As an identification number for drug-testing purposes except when required by state or federal law.
    c. As an identification number for District meetings.
    d. In files with unrestricted access within the District.
    e. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
    f. For posting any type of District information.
3. Voluntary Transactions. Commercial transactions freely and voluntarily entered into by the employee with the District for the purchase of goods or services.

The District will not use or require an employee to use more than the last four digits of an employee's social security number for:

1. Public Posting or Display. Any public posting or display available to the general public or to an employee's co-workers.
2. Internet Transmission. Transmission over the Internet unless the connection is secure or the information is encrypted.
3. Internet Access. To access an Internet web site unless a password, unique personal identification number, or other authentication device is also required to access the Internet web site.
4. Identifier. As an employee number for any type of employment-related activity.

Legal Reference: Neb. Rev. Stat. Sec. 48-287
5 USCS § 552a (note) (Privacy Act of 1974)

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference: Neb. Rev. Stat. Sec. 55-160 to 55-166;
Neb. Rev. Stat. Sec. 55-501 to 55-507
29 U.S.C.A. §§ 2611, et seq. and 29 CFR Part 825
38 USC Sections 4301 to 4333 and 20 CFR Part 1002

Date of Adoption: March 13, 2017

Personnel - All Employees

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Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Notification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints

Employees must notify the Superintendent by the next working day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:

    a. The maximum penalty for the crime equals or exceeds six months incarceration;

    b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;

    c. Conviction would impact performance of employee's job responsibilities, including offenses that:
        i. Would impact the responsibility to be a role model for students;
        ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
        iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.

    d. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

    e. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

    Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall

be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Wage and Deduction Information

Within ten working days after a written request is made by an employee, the Superintendent or designee shall furnish the employee with an itemized statement listing the wages earned and the deductions made from the employee's wages for each pay period that earnings and deductions were made. The statement may be in print or electronic format.

Legal Reference: Neb. Rev. Stat. § 48-1230

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Professional Boundaries Between Employees and Students

Definitions:

Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

Personal communication system means a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform;

School employee means a person nineteen years of age or older who is employed by a public, private, denominations, or parochial school approved or accredited by the State Department of Education. Neb. Rev. Stat. § 28-720. School employee also includes any person who is contracted with, or otherwise paid by the district and who has access to or interaction with students including all student teachers or interns.

Sexual contact has the same meaning as in section 28-318;

Sexual penetration has the same meaning as in section 28-318; and

Student teacher or intern has the same meaning as in section 79-875.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of this policy or any violation of professional boundaries is misconduct and will likely result in disciplinary action.

In addition, a violation of employee and student boundaries is also a violation of standards of professional conduct which could result in the revocation of a certificated educator’s certificate or permit. 92 Nebraska Administrative Code Chapter 27.

Such violations could also result in a referral to the Nebraska Department of Health and Human Services and law enforcement.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

Prohibited Activity:

Engaging in any relationship that involves sexual contact or sexual penetration with a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional boundaries that all employees are expected to maintain with all students. In addition, repeatedly engaging in any of these activities or a combination of these activities are examples of grooming as defined in this policy.

1. Communication with students through any method not approved or not designated by the school district including social networking apps or websites and texting, or other instant messaging, one-on-one with any students.
2. Communication with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include student homework, in class activities, school sponsored sports or clubs or any other school-sponsored activity.
3. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or respond in any positive manner to a student's sexual advance.
4. Being alone with a student anywhere where all doors to such room are closed.
5. Showing a student any inappropriate or sexually suggestive material that is not part of classroom lesson or curriculum known to appropriate school authorities.
6. Telling jokes with sexual themes or subject matter.
7. Invading a student's physical privacy. One example would be walking in on a student changing in a locker room or bathroom when the employee has no duty to be there.
8. Intruding on a student's personal physical space in any manner that makes a student uncomfortable.
9. Initiating unwanted physical contact.
10. Treating one student differently from other students either by providing privileges or failing to enforce school policy or other disciplinary action.
11. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when no basis for concern about the student's health or safety.
12. Providing rides to a student in an employee's personal vehicle without the express written permission of a student's parent or guardian and permission from an administrator unless another school employee is in the vehicle.
13. Meeting with a student outside of school for any reason other than a school sponsored activity or event.
14. Having a student in an employee's home without a student's parent or appropriate chaperone.
15. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.
16. Consuming alcohol in the presence of any student when the student's parent or

guardian is not present or consuming illegal drugs in the presence of students at any time.

17. Providing alcohol or illegal or unauthorized drugs or medications to a student under any circumstances.
18. Any other behavior with could exploit the unique position of trust and authority between a student and employee.

Exceptions to these prohibitions may include:

1. Communicating with your own child or another student with whom there is personal relationship that exists independent of that child being a student at the same school where the employee works such as when the student is a relative, neighbor or fellow member of a group or organization outside of the school or school sponsored setting when such communications pertain to such a group or organization.
2. An emergency or concern for that student's immediate health or safety.
3. A singular chance encounter at a public place provided the encounter provided there is no additional violation of this policy

   Except in the case of a true emergency, or an unplanned chance encounter, employees must obtain permission in writing from his or her administrator prior to engaging in such communication.

Permissible methods to communicate with students outside of school:

The Superintendent or Superintendent's designee will circulate to staff the District-approved apps or social media sites that employees may use to communicate with student regarding educationally related topics.

In addition, employees may utilize:

1. Text messages that include at least one other adult and a student. The adult may either be the student's parent or guardian or another school employee.
2. Use of social media through a district approved social media account as a coach or supervisor of a school sponsored club or activity. However, even approved social media communication must abide by the standards of professional conduct and must be professional in nature and in the best interest of the school district.
3. Use of the school district email system.

Allowing students to view an educator's social media postings is not a preferred method of communication. Educators are responsible for any social media postings that is viewed by students when such posting violates the standards of professional conduct.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern is not with the parent or guardian.
3. If you believe the student is in immediate danger, contact the Nebraska Department of Health and Human Services child abuse hotline or contact law enforcement.

Reporting Violations:
If any school employee violates this policy or has reason to believe another employee has violated this policy, the employee is required to make a report to the superintendent within 24 hours. The school employee also has an obligation to report to the Nebraska Health and Human Services and the Nebraska Department of Education.

The most serious violations shall be reported immediately. The Superintendent shall also ensure a report is made to the Nebraska Department of Education, the Nebraska child abuse and neglect hotline and law enforcement authorities as required by law and notify the school Board President. If the superintendent is the alleged violator or fails to take appropriate steps, the School Board President shall be notified by the school employee.

Students who feel his or her boundaries have been violated or know of another student whose boundaries have been violated may report to any school employee he or she is comfortable to confide in. That school employee will then have an obligation to report as identified above.

Reprisal or retaliation for good faith reports made by students or school employees is itself a violation and is prohibited.

Records retention:
School employees are required to maintain copies of any communication exchanged with students via a personal communications system. Such copies must be maintained pursuant to district records retention policies and schedules. The records may be kept electronically or in hard copy or any format easily retrievable by the employee upon request. Any employee who is unable to produce copies of such communications for any reason will be in violation of this policy.

FERPA and Confidentiality:
School employees are encouraged to consult their school's policy on confidentiality of personally identifiable student information before posting any information regarding student or student activities online.

Legal Reference: Neb. Rev. Stat. Sec. 79-879

Date of Adoption: July 12th 2021

Personnel - All Employees

Prohibition on Aiding and Abetting Sexual Abuse

A school employee, contractor, or agent of the school district is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law.

"Assisting" does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act (for example, where the matter has been investigated by law enforcement and the person has been exonerated and approved by the Superintendent or designee.)

Legal Reference: ESSA sec. 8038, § 8546

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Workplace Privacy Policy

1. The District will abide by the Nebraska Workplace Privacy Act and will not:

    a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
    b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee's or applicant's personal Internet account or provides the District access to the employee's or applicant's personal Internet account;
    c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
    d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.
    e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District's technology policies, procedures and guidelines, including the District's Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

    a. Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District's network, to the extent permissible under applicable laws;
    b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
    c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee's personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
    d. Any other reason permitted by the Workplace Privacy Act.

Legal Reference: Laws 2016, LB 821
Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Employee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.

b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.

c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Date of Adoption: July 17, 2017
Date of Review: July 12, 2021

Personnel - All Employees

Wage Information

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Legal Reference: LB 217 (2019)
Date of Adoption: July 15, 2019
Date of Review: July 12, 2021

Personnel - Certificated Employees

Qualifications for Appointment as Teacher

To be eligible for appointment as a teacher, an applicant must have a minimum of a Bachelor's Degree from an accredited or approved college or university and have a current teaching certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: Neb. Rev. Stat. Sec. 79-801 et. seq.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Qualifications for Appointment to Administrative and Supervisory Positions

To be eligible for appointment to any administrative or supervisory position, an applicant must have a minimum of a Master's Degree from an accredited institution of higher learning with graduate training in educational supervision and administration from an accredited or approved college or university and have a current Administrative and supervisory certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: Neb. Rev. Stat. Sec. 79-801 et. seq.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Contract

Certificated employees shall be recommended for hiring by the Superintendent with the final approval by the Board of Education prior to hiring. Final approval must be made by formal motion of the Board of Education. The final approval by the Board of Education should generally follow closely the recommendation of the Superintendent whenever possible, but such approval of recommendation is not mandatory on the Board of Education.

All contracts for employment of a teacher or administrator to be effective must meet the following conditions:

1. The contract must be in writing and contain such provisions as are required by law.

2. The employed person must hold a valid teaching or administrative certificate at all times.

3. The employed person must not be under contract to another district in this state.

4. The contract must be approved by at least four (4) school Board members and signed by a designated member of the Board.

No member of the Board of Education may cast a vote in favor of the election of any teacher when such member of the Board is related to him or her or to the majority of the Board by blood or marriage.

Legal Reference: Neb. Rev. Stat. Sec. 79-817
Neb. Rev. Stat. Sec. 79-818
Neb. Rev. Stat. Sec. 79-819

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Certification

Each certificated staff member shall hold at all times a valid Nebraska teaching or administrative certificate.

Legal Reference: Neb. Rev. Stat. Sec. 79-802

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Probationary Certified Employees

During the first three (3) years of employment with the School District, as determined and calculated in accordance with state law, a certificated employee shall be considered a probationary employee. A probationary employee's rights to continued employment status and non-renewal of a probationary employee's contract shall be determined according to law.

Legal Reference: Neb. Rev. Stat. Sec. 79-824

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Permanent Certified Employees

A certificated employee who has been employed for the full probationary period as set forth in policy 4120 and in accordance with state law is a permanent certificated employee. A permanent certificated employee's rights to continued employment status and termination of said permanent certificated employee's contract shall be determined according to law.

Legal Reference: Neb. Rev. Stat. Sec. 79-824

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Assignment of Duties

The Superintendent shall have the authority to assign and reassign teachers and other staff to extracurricular activities and other specific activities, including supervision of pupils in halls, study halls, playgrounds, work on faculty committees and staff activities, and other duties necessary for the operation of the school.

Legal Reference: Neb. Rev. Stat. Sec. 79-839

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Agents/Tutors

Teachers and other certificated staff shall not act as agents, or accept commission, royalties, or other rewards for books or other school materials, the selection or purchases of which they may influence.

A professional employee may not provide private tutoring or professional services in exchange for compensation from a source other than the School District without advance approval of the Superintendent:

1. to a child that the employee teaches or provides professional services in the course and scope of the employee's duties to the School District; or

2. in a facility owned or under the control of the District; or

3. during the employee's duty hours.

Professional employees who accept engagements to provide private tutoring or professional services are to make clear that the services are not being provided on behalf of the School District to the extent the recipient of the services may in any way otherwise be caused to believe the services are provided through the School District.

Legal Reference: NDE Rule 27, sections 27.402E, 27.403F and 27.404B

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Student Teachers and Pre-Student Teachers

The district will cooperate with colleges and universities by allowing students who are preparing to teach to devote a reasonable amount of time to training in our schools, provided that this training will in no way impede the satisfactory progress of pupils.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Substitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Substitute teachers will be paid a per diem rate based on the following formula: base pay divided by 185 x 70% rounded to the nearest dollar. Substitutes employed for more than fifteen (15) consecutive school days in the same position shall be paid after the fifteenth day based on the following formula: base pay divided by 185 x 80% rounded to the nearest dollar. Substitute certificated employees are expected to perform the same duties as the certificated employees. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers.

Legal Reference: Neb. Rev. Stat. § 79-808

Date of Adoption: March 13, 2017 Date of Revision: June 11, 2018
Date of Review: July 12, 2021

Personnel

Professional Growth

Required Professional Growth Activities

Every six years the teachers in the District OR-1 Public Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth".

Professional Growth Period - This refers to each six-year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six-year growth period at that time, and end it on August 31, six years later. The beginning of the seventh year starts the second six-year period.

Professional Growth Points - All teachers must earn a total of 24 professional growth points during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, AV presentations, grade transcripts, etc.

Procedures for Applying for Growth Credit - Application for accreditment of professional growth activities and college credit shall be made on forms prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval before participation by the superintendent and principal. The application, together with substantiating evidence that the work has been completed, shall be given to the principal's office. After the professional growth committee has considered the application, then reviewed and signed by the superintendent, notice will be sent to the applicant of the approval or non-approval. After all the parties have taken action, the application will be filed in the applicant's personal file. Teachers may earn more than twenty-four professional growth points in a six-year period and have these recorded on their record if they so request this to the superintendent/or principal.

Professional Growth Committee - A professional growth committee will be appointed by the superintendent. The principal and two teachers will make up this committee. The teachers will be appointed for a two-year period.

Classification of Activities - Listed are the activities for which growth points may be obtained and in addition, the maximum number of points allowed. The required 24 points may be earned in a single year or over a period of six years. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Professional Development Activities:

Professional Development Activity		**Point Criteria**
I. Course Work		
	A. College or University Courses	One semester hour = 4 pts
	B. Verified Audit of College or University Courses	One semester hour = 1 pt
II. Professional Meetings		
	A. Workshops, curriculum conf. & conventions	Three seat hours = 1 pt[1]
	B. TV or Internet In-service Programs	Six viewing hours = 1 pt
	C. Professional presentations prepared and presented to adults at a workshop, conference, or convention	One hour = 1 pt
III. Other Pre-Approved Activities[2]		
	A. Professional research related to pedagogy	Administrative discretion - up to 4 pts
	B. Publication of work in professional journals or other educational related materials	Administrative discretion - up to 4 pts
	C. Travel to destination related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	D. School visitations or accreditation/visitation committees	One day = 1 pt
	E. Summer employment related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	F. Service as a "cooperating Teacher" for student Teacher.	One semester = 1 pt
	G. Service as an appointive or elected officer of a professional organization	Administrative discretion - up to 4 pts
	H. Other activities not included above may be considered by the Professional Growth Committee after prior approval from the administration	Administrative discretion - up to 4 pts

If a staff member attends a workshop or conference for one and one-half hours (1/2 point possible credit), then that workshop may be referred to the Professional Growth Committee, if accompanied by another application from the same category for another one-half point.

No more than 8 growth points can be awarded in the areas of extra-curricular activities in any growth period.

All applications eligible for consideration must be turned into the principal's office during the six year growth period of time.

Legal Reference: Neb. Rev. Stat. Sec. 79-830
Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

[1] Except District OR-1 Public Schools sponsored workshops.

[2] "Pre-approved Activities" shall mean those professional growth activities proposed by the certificated employee to be credits with points for purposes of professional growth under this policy that have been approved for such purpose in writing by the Superintendent and Principal.

Personnel - Certificated Employees

Teacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the board of education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.

2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.

3. Content shall be selected that has been verified by research to improve student outcomes.

4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Evaluation of Teachers

These evaluation procedures are applicable to certificated staff (teachers). Administrators are not covered by this evaluation policy.

1. Communication of Evaluation Process.

Annual written communication of the evaluation process to those being evaluated shall be made by distributing a copy of the evaluation instrument to the certificated staff at the beginning of each school year.

2. Duration and frequency of observations and written evaluations

The duration and frequency of observations and written evaluations for probationary and permanent (tenured) teachers are to be as follows:

a. Probationary Teachers.
   i. Formal observations of probationary teachers shall be based upon actual classroom observations for an entire instructional period.
   ii. Probationary teachers shall be formally observed and evaluated at least once each semester.
   iii. The responsible evaluator is expected to complete the second semester evaluations of probationary teachers prior to April 15 of each year.

b. Permanent Teachers.
   i. Formal observations and evaluations of permanent teachers are to be based upon actual classroom observations for an entire instructional period.
   ii. Permanent teachers are to be formally observed and evaluated at least once each school year.

c. Teachers' Responsibility. Teachers are expected to inform the responsible evaluator of instructional periods that would be conducive to an evaluation and to make themselves readily available for evaluations. In the event the responsible evaluator has not initiated the evaluation process nearing the time within which an evaluation is required to be completed, the teacher has the responsibility to notify the responsible evaluator such that the evaluation can be completed when due.

d. Failure to Complete Evaluations. For permanent teachers, a failure to complete evaluations with the designated duration and frequency shall not give the permanent teacher rights, but is to be considered in evaluating the responsible evaluator's performance.

e. Informal Observations and Evaluations. Informal observations and evaluations may be conducted as the administration determines to be appropriate.

f. Additional Observations and Evaluations. The duration and frequency of observations and written evaluations is specified as a minimum. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the teacher or in the discretion of the evaluator.

3. Evaluation Criteria

Teachers shall be evaluated based upon the following district-defined evaluation criteria:

- Instruction, which includes:
  - Instructional Process
  - Instructional Climate, which includes Classroom Organization and Management
- Professionalism, which includes:
  - Professional Conduct
  - Personal Conduct
- Improvement, which includes:
  - Teaching Improvement
  - School Improvement

The descriptors set forth in the evaluation instrument approved by the board of education set forth the specific district-defined criterion within each of the foregoing criteria areas.

In preparing summative evaluations, evaluators are to consider not only the formal observations conducted, but also informal observations and other relevant information concerning the performance of the teacher in each of the evaluation criteria.

4. Communication of Deficiencies

The evaluation process shall include written communication and documentation to the evaluated teacher specifying all noted deficiencies, specific means for the correction of the noted deficiency, and an adequate timeline for implementing the concrete suggestions for improvement.

As professionals, teachers may be assigned responsibility to provide suggestions for improvement plans or job growth strategies and shall have the duty of complying with such requests. Further, in the event improvement plans or other similar performance measures are implemented, teachers shall have the duty to comply with such plans. Teachers are expected to be cooperative, professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the evaluator.

5. Teacher Responses to Evaluations

Teachers shall be provided seven calendar days from receipt of an evaluation in which to give a written response to the evaluation.

6. Plan for Training Evaluators

All evaluators shall possess a valid Nebraska Administrator's Certificate and be trained to use the evaluation system used in the District. Training sessions in the use of the District's teacher evaluation system will be provided by the Superintendent or designee to all evaluators prior to their participation in teacher evaluations. Refresher training is to be conducted as the Superintendent determines to be needed.

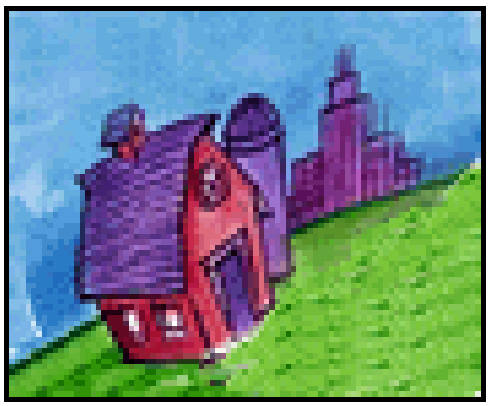
Legal Reference: Neb. Rev. Stat. § 79-828 (Evaluation of Probationary Teachers)
NDE Rule 10

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

DISTRICT OR-1 PUBLIC SCHOOLS

Certified Instructional Staff Evaluation Program

Framework for Effective Teaching



Adopted by the Board of Education

Implemented 2011-2012

Elements for Effective Teaching

Domain I: Classroom Environment

Domain II: Instruction

Domain III: Professional Responsibilities

Domain IV: Specialized Areas

Domain I: Classroom Environment

Component A: Management (Procedures/Student Behaviors)

Elements	Indicators
Promotes self-discipline and manages discipline problems in accordance with	• Rules are posted and taught • Routine is evident • Consequences are related, reasonable, and respectful • Awareness of student behavior is evident • Endeavors to understand and be sensitive to the reasons for inappropriate behavior
Promotes a positive environment	• Creates an atmosphere of trust and respect • Conveys enjoyment and enthusiasm for teaching students • Maintains high expectations of student behavior

Component B: Classroom Interaction

Elements	Indicators
Promotes positive self-images of students	• Encourages and values individual viewpoints • Interacts with students in a mutually respectful and friendly manner regarding school, home/family and community issues (doesn't embarrass kids) • Uses humor when appropriate • Exhibits and promotes active listening • Shows concern for student's well-being • Responds to misbehaviors on an individual basis • Creates situations for all students to succeed • Maintains professional role with student while being friendly

Promotes positive student interactions	• Students are generally polite and respectful • Students exhibit respectful listening behaviors • Social climate is conducive to positive learning environment (i.e. – grouping students, seating arrangements, assigning roles in group work)

Component C: Physical Setting

Elements	Indicators
Makes good use of physical space according to student needs and activities.	• Student resources readily available (i.e.-dictionary, scissors) • Aesthetically pleasing and engages students in learning • Adaptations made for SPED students
Organizes space to support a safe and orderly environment	• Safety procedures posted and taught

DOMAIN II: INSTRUCTION

Component A: Planning/Preparation

Elements	Indicators
Organizes for instruction	• Demonstrates evidence of unit planning • Demonstrates written weekly lesson plans stating objectives/goals • Demonstrates knowledge of subject • Develops lessons and assignments that are clear, relevant and consistent with district curriculum and state standards • Prepares materials in advance • Prepares for various cognitive levels and learning styles

Component B: Implementing

Elements	Indicators
Engages students in learning	• Uses a variety of teaching strategies • Communicates learning objective, directions, scales and expectations to students • Encourages creative/critical thinking

	involving hypothesis generation and testing • Uses reading/writing strategies across the curriculum • Uses techniques to increase active student participation • Relates new material to previously learned materials (Helps students make connections) • Paces activities (flexibility/adjusting) • Modifies lesson plans and teaching techniques as the learning situations and students' needs require. • Promotes self-directed learner (autonomous learning) and reflection • Materials/resources readily available • Stresses student accountability and responsibility
Utilizes Technology	• Uses technology and resources that reinforce/support the lesson • Uses technology/resources in the implementation of a lesson • Students are encouraged to integrate the use of technology into their own learning and assignments.

Component C: Assessing

Monitors and communicates students' progress	• Communicates assessment criteria and standards • Assessment reflects instruction and curriculum allowing for collaboration • Checks for understanding (formal and informal assessment) by tracking student progress • Uses alternative/a variety of assessments (i.e. self-assessment, checklists, etc) • Collects documentation and data to support grades (accurate records) • Uses technology to manage data (Power School, Inter-grade Pro, etc.) • Evaluates/utilizes assessment results • Communicates results to students/parents in a timely manner by means of Deficiency, Discipline, and Positive Progress Reports

DOMAIN III: PROFESSIONAL RESPONSIBILITIES

Component A: Professional Growth

Elements	Indicators
Meets state and district growth requirements	• Attends in-services, workshops, conventions that relate to education
Follows current research and practices	• Finds, implements and shares current information in content area • Finds, implements and shares research-based instructional strategies

Component B: Professional Behavior

Elements	Indicators
Follows rules and regulations	• Complies with school district rules and regulations • Maintains confidentiality • Submits required reports promptly and accurately
Displays professional behavior	• Willing to serve on committees • Develops positive relationships with colleagues, students, parents, community • Respects individual differences • Works collaboratively with staff and administration • Supports and promotes other content areas

Component C: Communication

Elements	Indicators
Establishes and maintains positive communication skills	• Follows established communication channels • Communicates with parents in a professional and timely manner • Demonstrates good listening skills • Considers various points of view

DOMAIN IV: SPECIALIZED AREAS

Media Specialist

Component A: Providing Resources

Elements	Indicators
Providing resources on a school-wide basis	• Selects appropriate materials and equipment • Finds and promotes new resources • Demonstrates competence in selection of materials • Based on district curriculum incorporates resources beyond the library • Provided resources for professional growth
Assists Students	• Provides support for independent learning • Promotes social responsibility through literature
Assists Teachers	• Collaborates on selection of materials • Promotes information resources

Component B: Instruction

Elements	Indicators
Exercises a leadership role in instruction	• Promotes development in reading skills • Supports classroom teachers' instructional units • Implements program of library media skills

Component C: Management

Elements	Indicators
Exercises a leadership role in management	• Supervises media center personnel • Evaluates media center programs, services, and facilities

Component D: Professional Behavior

Elements	Indicators
Follows rules and regulations	• Complies with school district rules and regulations

	• Maintains confidentiality • Submits required reports promptly and accurately
Displays professional behavior	• Willing to serve on committees • Develops positive relationships with colleagues, students, parents, community • Respects individual differences • Works collaboratively with staff and administration • Supports and promotes other content areas

Component C: Communication

Elements	Indicators
Establishes and maintains positive communication skills	• Follows established communication channels • Communicates with parents in a professional and timely manner • Demonstrates good listening skills • Considers various points of view

Counselor

Guidance Functions

Component A: Effective Interpersonal Skills

Elements	Indicators
Demonstrates effective interpersonal skills with students/parents	• Makes students feel free to communicate w/counselor • Listens to student concerns • Listens to parent questions/concerns • Exhibits a caring attitude • Sensitive to student needs

Component B: Effective Student Guidance Skills

Elements	Indicators
Provides effective guidance for individual students	• Provides leadership for student orientation • Provides leadership for registration of students • Facilitates individual and small group counseling sessions • Provides appropriate career exploration/awareness opportunities • Provides college planning sessions for students • Assists students in completing college entrance requirements

Component C: Administrative Guidance Functions

Elements	Indicators
Demonstrators competence in completing administrative guidance functions	• Administers the district-wide testing program • Implements guidance curriculum in the classroom • Assists with the SAT and NHS duties • Assists with state standards and assessment issues • Assists in the development of the student planning handbook • Creates the Master Schedule • Assists with administrative duties as assigned by the building principal

Component D: Professional Behavior

Elements	Indicators
Follows rules and regulations	• Complies with school district rules and regulations • Maintains confidentiality • Submits required reports promptly and accurately
Displays professional behavior	• Willing to serve on committees • Develops positive relationships with colleagues, students, parents, community • Respects individual differences • Works collaboratively with staff and administration • Supports and promotes other content areas

Component C: Communication

Elements	Indicators
Establishes and maintains positive communication skills	• Follows established communication channels • Communicates with parents in a professional and timely manner • Demonstrates good listening skills • Considers various points of view

Technology Coordinator

Component A: Purchasing

Elements	Indicators
Purchases all hardware and software as needed for educational purposes	• Previews computer software and other available technology programs, arranges for staff members to review the same, and makes recommendations regarding purchases of said programs • Assumes responsibilities for keeping an inventory of hardware and computer software owned by the district • Recommends purchases of necessary hardware and software components needed to fulfill the district's technology plans and needs, as well as to upgrade existing equipment

Component B: Installation/Repairs

Elements	Indicators
Installs, maintains, and repairs technology equipment as needed	• Insures that hardware equipment is operating properly and maintains appropriate service and repair records • Makes arrangements for the unpacking, setting up, and installation of all hardware and software purchases

Component C: Staff Support/Inservice

Elements	Indicators
Provides staff support/in-service as needed	• Prepares formal in-service materials and presentations for staff members with regard to the use of technology and various programs • Provides technical and software support for staff members when the need arises • Works with administration and teaching staff to develop short and long range technology goals • Works with building principals to schedule computer laboratories, check out equipment and provide related services

Component D: Policies/Procedures

Elements	Indicators
Develops policies and procedures as related to technology use	• Establishes and maintains appropriate security throughout the school district's local area network • Assures that a system of public relations with regard to educational technology is maintained with the patrons of the school district • Serves as chairperson of the district's technology committee

Component E: Curriculum

Elements	Indicators
Develops curriculum as pertains to teaching technology	• Serves as consultant to all curriculum committees providing input on what educational technology resources are available • Develops scope and sequence of technologies to be taught • Teaches specific technology skills and/or programs to students as assigned by building principals • Coordinates computer-programming classes for students • Attends workshops and conferences to stay informed and up-to-date with regard to technology

Component F: Professional Behavior

Elements	Indicators
Follows rules and regulations	• Complies with school district rules and regulations • Maintains confidentiality • Submits required reports promptly and accurately
Displays professional behavior	• Willing to serve on committees • Develops positive relationships with colleagues, students, parents, community • Respects individual differences • Works collaboratively with staff and administration • Supports and promotes other content areas

Component G: Communication

Elements	Indicators
Establishes and maintains positive communication skills	• Follows established communication channels • Communicates with parents in a professional and timely manner • Demonstrates good listening skills • Considers various points of view

SPECIAL EDUCATORS

Component A: State and Federal Compliance

Elements	Indicators
Demonstrates knowledge of federal and state regulations pertaining to Special Education	• Evaluates students for verification • Writes IEP's appropriate to students' academic and behavioral needs • Schedules and conducts required meetings in a timely manner • Participates in student assessment for individual programming using a variety of measures • Writes progress reports on the same schedule as general education that are complete and understandable by parents and other professionals • Maintains education files in an efficient and effective manner • Actively participates in compliance monitoring activities and applies what is learned for program improvement

Component B: Professional Behavior

Elements	Indicators
Collaborates with team members for student benefit	• Coordinates schedules with multiple audiences (parents, general education teachers, administrators, community agencies, other SPED personnel) • Assumes tasks specific to own area of expertise • Provides information pertinent to student and program issues • Respects others contributions and point of view • Uses effective communication to elicit

	involvement of others • Effectively communicates thorough knowledge of age and educationally appropriate practice and curriculum modifications and accommodations • Optimizes the use of paraeducators for student benefit by training, scheduling and supervising them

Follows rules and regulations	• Complies with school district rules and regulations • Maintains confidentiality • Submits required reports promptly and accurately
Displays professional behavior	• Willing to serve on committees • Develops positive relationships with colleagues, students, parents, community • Respects individual differences • Works collaboratively with staff and administration • Supports and promotes other content areas

Component C: Communication

Elements	Indicators
Establishes and maintains positive communication skills	• Follows established communication channels • Communicates with parents in a professional and timely manner • Demonstrates good listening skills • Considers various points of view

*** Special Educator's Summative Evaluation includes the same Domain areas and Components as a Regular Education Teacher's Summative Evaluation along with the preceding, Component A: State and Federal Compliance.**

District OR-1 Public Schools
Summative Evaluation Document

Name_____ Assignment_____
Elements of Effective Instruction:
N=Not Using, B=Beginning, D=Developing, A=Applying, I=Innovating

Domain I: Classroom Environment				
Component A: Management (Procedures and Student Behaviors)				
Elements	Indicators	Elem	N/O	N/A
Promotes self-discipline and manages discipline problems in accordance with school policies	Rules and procedures are posted and taught			
	Routine is evident			
	Consequences are related, reasonable and respectful			
	Endeavors to understand and be sensitive to the reasons for inappropriate behavior			
Promotes a positive environment	Creates an atmosphere of trust and respect			
	Conveys enjoyment and enthusiasm for teaching students			
	Maintains high expectations and awareness of student behavior			
COMMENTS				
Component B: Classroom Interaction				
Promotes positive self-images of students	Encourages and values individual viewpoints taking time to celebrate success.			
	Interacts with students in a mutually respectful and friendly manner regarding school, home/family and community issues (doesn't embarrass kids)			
	Uses humor when appropriate			
	Exhibits and promotes active listening			
	Shows concern for student's well being			
	Creates situations for all students to succeed			
	Maintains professional role with student while being friendly			
	Responds to misbehaviors on an individual basis.			
Promotes positive student interactions	Students are generally polite and respectful			
	Students exhibit respectful listening behaviors			

	Social climate is conducive to positive learning environment			
COMMENTS				

Component C: Physical Setting				
Elements	Indicators	Elem	N/O	N/A
Makes good use of physical space according to student needs and activities	Student resources are readily available			
	Aesthetically pleasing and engages student in learning			
	Adaptations made for SPED students			
Organizes space to support a safe and orderly environment	Safety procedures are posted and taught			
COMMENTS				

Domain II: Instruction				
Component A: Planning and Preparation				
Elements	Indicators	Elem	N/O	N/A
Organizes for instruction	Demonstrates knowledge of subject			
	Develops lessons and units of assignments that are clear, relevant and consistent with district curriculum and state standards			
	Prepares materials in advance			
	Prepares for various cognitive levels and learning styles			
COMMENTS				
Component B: Implementing				
Engages students in learning	Uses a variety of teaching strategies			
	Communicates learning objectives, directions, scales and expectations			
	Encourages creative and critical thinking involving hypothesis generation and testing			
	Uses reading and writing strategies across The curriculum			
	Uses techniques to increase active student participation			

	Relates new material to previously learned material (helps students make connections			
	Paces activities (flexibility/adjusting)			
	Modifies lesson plans and teaching techniques as the learning situation and students' needs requires			
	Promotes self-directed learner(autonomous learning) and reflection on learning			
	Materials and resources readily available Stresses student accountability and responsibility			
	Uses technology and resources that reinforce/support the lesson			
Utilizes technology	Uses technology/resources in the implementation of a lesson			
	Students are encouraged to integrate the use of technology into their own learning and assignments.			
COMMENTS				

Component C: Assessing				
Monitors and communicates students' progress	Communicates assessment criteria and standards			
	Assessment reflects instruction and curriculum while allowing for collaboration			
	Checks for understanding (formal and informal assessment) by tracking student progress.			
	Uses alternative/a variety of assessments (i.e. self-assessment, checklists, etc)			
	Collects documentation and data to support grades (accurate records)			
	Uses technology to manage data (Power School, etc.)			
	Evaluates/utilizes assessment results			
	Communicates results to students/parents in a timely manner by means of Deficiency, Discipline, and Positive Progress Reports			
COMMENTS				

Domain III: Professional Responsibilities				
Component A: Professional Growth				
Elements	Indicators	Elem	N/O	N/A
Meets state and district growth requirements	Attends in-services, workshops, conventions that relate to education			
Follows current research and practices	Finds, implements and shares current information in content area			
	Finds, implements and shares research-based instructional strategies			
COMMENTS				
Component B: Professional Behavior				
Follows rules and regulations	Complies with school district rules and regulations			
	Maintains confidentiality			
	Submits required reports promptly and accurately			
Displays professional behavior	Willing to serve on committees			
	Develops positive relationships with colleagues, students, parents, community			
	Respects individual differences			
	Works collaboratively with staff and administration			
	Supports and promotes other content areas			
COMMENTS				
Component C: Communication				
Elements	Indicators	Elem	N/O	N/A
Establishes and maintains positive communication skills	Follows established communication channels			
	Communicates with parents in a professional and timely manner			
	Demonstrates good listening skills			
	Considers various points of view			
COMMENTS				

District OR-1 Public Schools
Summative Evaluation Document, Special Educator Supplement
Elements of Effective Instruction:
N=Not Using, B=Beginning, D=Developing, A=Applying, I=Innovating

Name _____ Assignment _____

Special Education Services				
Component A: State and Federal Compliance				
Elements	Indicators	Elem	N/O	N/A
Demonstrates knowledge of federal and state regulations pertaining to Special Education	Evaluates students for verification			
	Writes IEP's appropriate to students' academic and behavioral needs			
	Schedules and conducts required meetings in a timely manner			
	Participates in student assessment for individual programming using a variety of measures			
	Writes progress reports on the same schedule as general education that are complete and understandable by parents and other professionals			
	Maintains education files in an efficient and effective manner			
	Actively participates in compliance monitoring activities and applies what is learned for program improvement			
COMMENTS				

Special Education Services				
Component B: Professional Behavior				
Elements	Indicators	Elem	N/O	N/A
Collaborates with Team Members for Student benefit	Coordinates schedules with multiple audiences (parents, general education teachers, administrators, community agencies, other SPED personnel)			
	Assumes tasks specific to own area of expertise			
	Provides information pertinent to student and program issues			
	Respects others contributions and point of view			
	Uses effective communication to elicit involvement of others			

	Effectively communicates thorough knowledge of age and educationally appropriate practice and curriculum modifications and accommodations			
	Optimizes the use of paraeducators for student benefit by training, scheduling and supervising them			
COMMENTS				

Summative Evaluation Document, Technology Coordinator Supplement
Elements of Effective Instruction:
N=Not Using, B=Beginning, D=Developing, A=Applying, I=Innovating

Name _____ Assignment _____

Technology Coordinator				
Component A: Purchasing				
Elements	Indicators	Elem	N/O	N/A
Purchases all hardware and software as needed for educational purposes	Previews computer software and other available technology programs, arranges for staff members to review the same, and makes recommendations regarding purchases of said programs			
	Assumes responsibilities for keeping an inventory of hardware and computer software owned by the district			
	Recommends purchases of necessary hardware and software components needed to fulfill the district's technology plans and needs, as well as to upgrade existing equipment			
COMMENTS				
Component B: Installation/repair				
Installs, maintains, and repairs technology equipment as needed	Insures that hardware equipment is operating properly and maintains appropriate service and repair records			
	Makes arrangements for the unpacking, setting up, and installation of all hardware and software purchases			
COMMENTS				

Component C: Staff Support/In-service				
Provides staff support/in-service as needed	Prepares formal in-service materials and presentations for staff members with regard to the use of technology and various programs			
	Provides technical and software support for staff members when the need arises			
	Works with administration and teaching staff to develop short and long range technology goals			
	Works with building principals to schedule computer laboratories, check out equipment and provide related services			
COMMENTS				

Component D: Policies/Procedures				
Elements	Indicators	Elem	N/O	N/A
Develops policies and procedures as related to technology use	Establishes and maintains appropriate security throughout the school district's local area network			
	Assures that a system of public relations with regard to educational technology is maintained with the patrons of the school district			
	Serves as chairperson of the district's technology committee			
COMMENTS				
Component E: Curriculum				
Develops curriculum as pertains to teaching technology	Serves as consultant to all curriculum committees providing input on what educational technology resources are available			
	Develops scope and sequence of technologies to be taught			
	Teaches specific technology skills and/or programs to students as assigned by building principals			
	Coordinates computer-programming classes for students			
	Attends workshops and conferences to stay informed and up-to-date with regard to technology			
COMMENTS				
Component F: Professional Behavior				
Follows rules and regulations	Complies with school district rules and regulations			
	Maintains confidentiality			
	Submits required reports promptly and accurately			
Displays professional behavior	Willing to serve on committees			
	Develops positive relationships with colleagues, students, parents, community			
	Respects individual differences			
	Works collaboratively with staff and administration			
	Supports and promotes other content areas			
COMMENTS				

Component G: Communication				
Elements	Indicators	Elem	N/O	N/A
Establishes and maintains positive communication skills	Follows established communication channels			
	Communicates with parents in a professional and timely manner			
	Demonstrates good listening skills			
	Considers various points of view			
COMMENTS				

District OR-1 Public Schools
Summative Evaluation Document, Media Specialist Supplement
Elements of Effective Instruction:
N=Not Using, B=Beginning, D=Developing, A=Applying, I=Innovating

Name _____ Assignment _____

Media Specialist				
Component A: Providing Resources				
Elements	Indicators	Elem	N/O	N/A
Provides resources on a school-wide basis	Selects appropriate materials and equipment			
	Finds and promotes new resources			
	Demonstrates competence in selection of materials			
	Based on district curriculum incorporates resources beyond the library			
	Provided resources for professional growth			
Assists Students	Provides support for independent learning			
	Promotes social responsibility through literature			
Assists Teachers	Collaborates on selection of materials			
	Promotes information resources			
COMMENTS				

Component B: Instruction				
Exercises a leadership role in instruction	Promotes development in reading skills			
	Supports classroom teachers' instructional units			
	Implements program of library research skills			
COMMENTS				
Component C: Management				
Elements	Indicators	Elem	N?O	N/A
Exercises a leadership role in management	Supervises media center personnel			
	Evaluates media center programs, services, and facilities			
COMMENTS				
Component D: Professional Behavior				
Follows rules and regulations	Complies with school district rules and regulations			
	Maintains confidentiality			
	Submits required reports promptly and accurately			

Displays professional behavior	Willing to serve on committees			
	Develops positive relationships with colleagues, students, parents, community			
	Respects individual differences			
	Works collaboratively with staff and administration. Supports other content areas.			
COMMENTS				

Component E: Communication				
Elements	Indicators	Elem	N/O	N/A
Establishes and maintains positive communication skills	Follows established communication channels			
	Communicates with parents in a professional and timely manner			
	Demonstrates good listening skills			
	Considers various points of view			
COMMENTS				

District OR-1 Public Schools
Summative Evaluation Document, Counselor Supplement
Elements of Effective Instruction:
N=Not Using, B=Beginning, D=Developing, A=Applying, I=Innovating

Name _____ Assignment _____

Counselor				
Component A: Effective Interpersonal Skills				
Elements	Indicators	Elem	N/O	N/A
Demonstrates effective interpersonal skills with students/parents	Makes students feel free to communicate w/counselor			
	Listens to student concerns			
	Listens to parent questions/concerns			
	Exhibits a caring attitude			
	Sensitive to student needs			
COMMENTS				

Component B: Effective Student Guidance Skills				
Provides effective guidance for individual students	Provides leadership for student orientation exploration/awareness opportunities			
	Provides leadership for registration of students			
	Facilitates individual and small group counseling sessions			
	Provides appropriate career exploration and awareness opportunities			
	Provides college planning sessions for students			
	Assists students in completing college entrance requirements			
COMMENTS				
Component C: Administrative Guidance Functions				
Elements	Indicators	Elem	N/O	N/A
Demonstrates competence in completing administrative guidance functions	Administers the district-wide testing program			
	Implements guidance curriculum in the classroom			
	Assists with the SAT and NHS duties			
	Assists with state standards and assessment issues			
	Assists in the development of the student planning handbook			
	Creates the Master Schedule in a timely manner			
	Assists with administrative duties as assigned by the building principal			
COMMENTS				

Component D: Professional Behavior				
Follows rules and regulations	Complies with school district rules and regulations			
	Maintains confidentiality			
	Submits required reports promptly and accurately			
Displays professional behavior	Willing to serve on committees			
	Develops positive relationships with colleagues, students, parents, community			
	Respects individual differences			
	Works collaboratively with staff and administration. Supports other content areas.			
COMMENTS				

Component E: Communication				
Elements	Indicators	Elem	No	N/A
Establishes and maintains positive communication skills	Follows established communication channels			
	Communicates with parents in a professional and timely manner			
	Demonstrates good listening skills			
	Considers various points of view			
COMMENTS				

District OR-1 Public Schools
Teacher Evaluation Framework

Annual Professional Growth Plan

Name: _____ Date: _____
Subject: _____ Building: _____

I. Goals – List Domain, Component, and Specific Element(s)

Describe how this will improve student learning:

II. Timelines: 1, 2, 3 Yrs

III. Participants:

IV. Methods/Strategies Planned to Meet Goals:

Indicators of Progress:

Resources/support needed:

_____ _____
Teacher Signature Administrator Signature

Additional pages may be added. A word processor may be used to write the plan in lieu of this form.

Formative Observation – Evaluation – Documentation Log

Name:
Date:
Time:
Assignment:

Narrative:

Comments:

Post Conference Date and Time:

Your signature does not mean you agree with the content above. It only signifies that you have received a copy of this document. If you disagree with any portion of this document, you may submit your own written account, to be attached and filed with this document within 7 days of receiving this form.

_____ _____
Signature of Employee Date

_____ _____
Signature of Supervisor Date

This form may be extended to allow for inclusion of all information.

Summative Observation – Evaluation – Documentation Log
Name:
Date:
Time:
Assignment:

Narrative:

Comments:

Post Conference Date and Time:

Your signature does not mean you agree with the content above. It only signifies that you have received a copy of this document. If you disagree with any portion of this document, you may submit your own written account, to be attached and filed with this document within 7 days of receiving this form.

_____ _____
Signature of Employee Date

_____ _____
Signature of Supervisor Date

This form may be extended to allow for inclusion of all information.

Pre-Conference Form

Name	Class	Period	Grade
Date of Observation	Time of Day Observation	Length of Observation	Place of Observation

1. Are there any group or individual characteristics or circumstances of which the evaluator should be aware?
   A. # of students in class:
   B. Ability range of group: (circle one)
      Low *Average* *Above Average* *Combination*
   C. Typical interest and involvement of students: (Spontaneous, easily Distracted, mischievous, keen sense of humor, individualistic, sensitive, perceptive, respectful of instructor, other _____.

2. How will you determine individual student needs and how will you meet them? (High ability, special education, behavior disorder students, etc.)

3. What are the objectives of the lesson? (State such things as what students are Expected to know, comprehend, apply or do upon completion of the lesson.)

4. Where are you at in the course? (unit, lesson, page numbers in texts, introduction,
   middle or culminating activity, prior relevant material studied)

5. What teacher/learning methods will be used to engage students in the content? (Lecture, discussion, questions, demonstration, small group, large group, etc.)

6. What materials or resources will be used? (Texts, worksheets, maps, audiovisual, computers, assistive technology, LCD projector, etc)

7. How are you going to ascertain what the students learned and if your objectives were met– Assessment?
(rubrics, scoring guides, test or performance tasks)

8. How do you plan to make use of the results of the assessment?

Staff Signature _____ Date_____

Administrator's Signature _____ Date_____

Post Observation Reflection and Teacher Response Form

Name _____ Date_____

Subject _____ Grade _____

Observation Date _____ Time _____

Post Conference Date _____Time _____

1. As I reflect on the lesson, to what extent were students productively engaged?

2. Did students learn what I intended? Were my instructional goals/objectives met? How
   do I know, or how and when will I know?

3. Did I alter my goals or instructional plan as I taught the lesson? If so, why?

4. If I had the opportunity to teach this lesson again to this same group of students, what
   would I do differently?

_____ _____

Staff Signature Administrator's Signature

_____ _____

Date Date

Certified Staff Member Response Form

This form is to be used by the teacher to officially respond to either administrator's formative observation comments or narrative comments made to amplify the summative evaluation.

_____ _____

Staff Signature Administrator's Signature

_____ _____

Date Date

District OR-1 Public Schools
Certified Staff Evaluation Framework
Glossary and Criteria for Meeting District Standards

Certified Staff Evaluation Framework: A framework for teaching can be used as a road map for a wide range of purposes from helping probationary Certified Staff concerned with day-to-day instructional issues to experienced Certified Staff who want to improve their effectiveness to highly accomplished Certified Staff who want to move to a more advanced level.

Domains: Domains are three broad categories relating to effective teaching identified in current research and performance based evaluation systems. These areas-**Classroom Environment**, **Instruction, Professional Behavior-**provide a framework for the evaluation process. Specialized areas including media specialist, counselor, technology coordinator, and SPED Certified Staffs have an additional Domain pertaining to their particular area.

Components: Each component defines a distinct aspect of a domain. There are two or more components related to each domain.

Elements: Elements are the items upon which Certified Staff will be evaluated. Organized in relation to the performance areas, these Elements describe skills and behaviors related to effective teaching. These skills and behaviors can be supported in literature and research.

Indicators: Indicators are lists of actions that may be used to meet the Elements. While all indicators are considered to contribute to quality teaching, there will be occasions when some of the indicators are not ever seen during either formal or informal observations.

Professional Portfolio: A professional portfolio is a collection of artifacts that supports and demonstrates a Certified Staff member's competency in the Domains of Effective Teaching. It is an extension and enhancement of all aspects of teaching, not merely those observed during formal and informal observations.

Formal Observation: A formal observation is an observation of teaching that lasts one full instructional period.

Informal Observation: An informal observation is any time an administrator observes a Certified Staff member for any length of time. Documentation options: 1) notation of date, time and activity in Certified Staff file; 2) email comments to Certified Staff; copy to file; 3) written documentation to be signed by Certified Staff to acknowledge receipt.

Formative Evaluation: Formative Evaluation defines the ongoing observation supervision activities designed for the purpose of improving Certified Staff performance.

Summative Evaluation: The Summative Evaluation and report is a compilation of all information obtained during the formative phase and serves as a basis for administrative goals and the renewal of contract. The Summative Report documents Certified Staff performance on the Elements of Effective Teaching in the following terms:

- N=Not Using. The strategy is called for but the Certified Staff is not using it.
- B=Beginning. The Certified Staff is using the strategy incorrectly or with missing parts.
- D=Developing. The Certified Staff is using the strategy with no major errors or omissions but in a mechanistic way.

- A=Applying. The Certified Staff uses the strategy without error and monitors to see whether it has the desired effect on students.
- I=Innovating. The Certified Staff understands the strategy and is able to differentiate and adapt instruction for each student in the class.
- N/O=Not observed N/A=Not Applicable

District OR-1 Public Schools

Overview of Certified Staff Evaluation Framework

Track 1 - Probationary Certified Staff

This track is designed for Certified Staff who, by state definition, are probationary.

Year 1 Activities:

- Review the evaluation system with the principal prior to the start of the school year
- Many Informal Observations during the year.
- One (instructional period) Formal Observation using the Pre Observation and Post Reflection forms during the first semester. Pre and Post Observation forms may be discussed in a conference or completed and given to the administrator (evaluator).
- Administrator completes the Summative Evaluation form by the end of the first semester.
- One (instructional period) Formal Observation during the second semester.
- Administrator completes the Summative Evaluation form by the end of the second semester
- The Certified Staff will produce a Portfolio of Artifacts that demonstrates how the Certified Staff has met the Domains of Effective Teaching. The Elements to be included in an individual Certified Staff's portfolio will be selected by the administrator by the end of the first semester based on information gathered during Formal and Informal Observations.
- Administrator may include Track 3 Activities

Year 2 Activities:

- One (instructional period) Formal Observation using the Pre Observation and Post Reflection forms during the first semester. Pre and Post Observation forms may be discussed in a conference or completed and given to the administrator (evaluator).
- Many Informal Observations during the year.
- Administrator completes the Summative Evaluation form by the end of the first semester.
- One (instructional period) Formal Observation during the second semester.
- Administrator completes the Summative Evaluation form by the end of the second semester.
- The Certified Staff member will **add** to the Portfolio of Artifacts (developed in the prior year) that demonstrates the Domains of Effective Teaching. The Elements to be added to an individual Certified Staff's portfolio will be selected by the administrator based on formal and informal observations.
- Administrator may include Track 3 Activities

Year 3 Activities:

- One (instructional period) Formal Observation using the Pre Observation and Post Reflection forms during the first semester. Pre and Post Observation forms may be discussed in a conference or completed and given to the administrator (evaluator).
- Many Informal Observations during the year.
- Administrator completes the Summative Evaluation form by the end of the first semester.
- One (instructional period) Formal Observation during the second semester.

- Administrator completes the Summative Evaluation form by the end of the second semester.
- The Certified Staff member **will complete** the Portfolio of Artifacts that demonstrates areas of the Elements and Indicators included in the Domains of Effective Teaching.
- Begin development of a Professional Growth Plan
- Administrator may include Track 3 Activities

Track 2 – Tenured Certified Staffs

This track is designed for tenured Certified Staff who are demonstrating the Elements of Effective Teaching.

- Demonstration of the Elements of Effective Teaching will be ongoing in all school settings through Formal and/or Informal Observations. Failure to demonstrate the Elements of Effective Instruction is cause for movement to Track 3.
- Formal Observations (instructional period and/or extended period) including Pre Observation and Post Reflection forms at least once during a three year period.
- Professional Growth Plan (individual or study groups meet with administrator periodically to check progress)
- Administrator completes a Summative Evaluation Form at least once every three years.
- Administrator may include Track 3 Activities
- For the each current year, tenured Certified Staff will conference with Administrator during the first quarter, complete a Professional Growth Plan based off of results of Formative/Summative Evaluation from the previous school year.

Track 3 – Tenured Certified Staffs Needing Specific Staff Development

This track is designed for Certified Staffs who are not meeting the elements for Effective Instruction and are in need of specific, intensive assistance in identified area(s) of the Domains of Effective Instruction. Certified Staff are placed in this track by the administrator responsible for Certified Staff evaluation. The administrator will prepare a remediation plan that may include the following areas:

Awareness Phase:

- The administrator identifies a concern or concerns in writing
- The Certified Staff member and principal collaborate and attempt to resolve the concern
- The administrator reviews the Certified Staff members progress and A) places the Certified Staff in Track 2 or B) places the Certified Staff in the Assistance Phase or Disciplinary Phase of Track 3

Assistance Phase:

- Develop a Plan of Assistance which includes:
  1. Growth promoting goals that are measurable, action-oriented, realistic, and time bound
  2. Strategies for resolution of the concern
  3. Timelines
  4. Indicators of progress
  5. Informal and Formal Observations
- Review progress of plan (set dates for review)
- The administrator reviews the Certified Staff members progress and recommends:
  1. Return to Track 2
  2. Remain in Assistance Phase of Track 3
  3. Move to Disciplinary Phase of Track 3

Disciplinary Phase:

- A Certified Staff member may be placed in this phase because of, but not limited to:
  1. Failure to demonstrate the Domains of Effective Instruction
  2. Insubordination
  3. Specific policy, contract, or rule violation(s)
- The administrator will identify in writing the specific Domain(s), rule(s), contract, or policy violation(s).
- The administrator will indicate the next step to be taken (develop an assistance/remedial plan or non-renewal of contract).

District OR-1 Public Schools

Certified Staff Evaluation Framework
Instructional Sheet for Professional Growth Sheet

A major component of Track II is a professional growth plan in order to provide a structured, supportive, and collaborative environment to promote professional learning that will further the district's mission and enhance student learning. This track will provide a continuous cycle of assessment to ensure that all tenured certified staff continue to meet the district's Elements for Effective Instruction.

An individual staff member may develop a professional growth plan, or team of staff members may elect to collaboratively develop a plan that has been approved by the administrator. The plan may be 1, 2, or 3 years with a yearly review of progress with the administrator. The Certified Staff, or team of Certified Staff members, identifies the focus for professional growth based on self-assessments, building or district goals, student learning concerns, or personal motivation to gain new skills or acquire new knowledge pertaining to some aspect of teaching. Requirements for developing a professional growth plan may include but are not limited to the following:

- Attends to building or district initiatives
- Addresses student learning
- Focuses on teaching and learning
- Includes plans for identifying outcomes
- Involves collaborative work
- Are reasonable in terms of resources and time

Guidelines for Development

- Format not limited to: working with an administrator, with peers, or independently; working on multidisciplinary grade level or department teams; or a combination of approaches
- Goals could include but are not limited to: individual, team, building, or district goals that result in the continuous improvement of student learning
- Timeline could include 1-year, 2-year, 3-year plan
- Method/strategies could include but are not limited to: action research, coaching, video taping, self-assessment, clinical supervision, mentoring, college courses, simulations, workshops, visitation days, conferences, classroom observations, Certified Staff academies
- Indicators of Progress could include but are not limited to: student work portfolios, videotapes of classes, peer observation, principal observation, parent responses, student responses, statistical measures, performance assessment, reflective journal entries, case study analysis, professional portfolios, benchmarks

- Resources/support could include but are not limited to: classroom materials, student materials, journals, workshops, resource books, collegial time, appropriate technology, mentoring, collegial support, administrative support

District OR-1 Public Schools
Certified Staff Evaluation Framework
Instruction Sheet for Creating a Professional Portfolio

Purpose: Individual probationary Certified Staff portfolios shall provide an opportunity for self-reflection and analysis as well as allow the Certified Staff member to demonstrate competency in the Elements of Effective Instruction.

Probationary Certified Staff will be required to complete an individual Portfolio of Artifacts, which demonstrates competency in the elements to be selected each year by the evaluating administrator. Each year the Certified Staff will continue to add to the portfolio with completion expected at the end of the three probationary years.

Possible Contents: This list of items should not be considered to be all inclusive but as suggestions for possible inclusions in the professional portfolio.

- Unit plan – Illustrates a Certified Staff members skill in designing coherent instruction
- Instructional Plan for a single lesson – Provides information about the different components in Domains I & II.
- Samples of assessment procedures – Provides information on a Certified Staff members approach to assessment.
- Knowledge of students and resources – Helps Certified Staff reflect on and demonstrate skill in learning about both the students and the resources available.
- Videotape of class – Reveals a Certified Staff members skill in interacting with students. Not all elements of a component will be demonstrated in a single tape segment. Through a videotape, the observer misses much of what is important in the classroom.
- Instructional artifacts of in-class assignments or homework – Such a sample may include the following elements:
    1. Name of the topic or concept to be developed
    2. Certified Staff intent in giving the assignment: What will the students learn?
    3. Directions to students on what they are to do with respect to the topic
    4. Actual material that students use
    5. Sample of student work
    6. A commentary describing the value of the assignment in promoting student learning
- Samples of student work – Demonstrates the extent of student engagement
- Reflection sheet – Provide opportunity for the Certified Staff to reflect on a particular lesson. Used in conjunction with a videotape or instructional artifact.
- Logs – Family contact, participation in school and district projects, professional contributions, professional development.
- Research log – Provides a vehicle for a Certified Staff members approach to asking questions about teaching, such as the effectiveness of different instructional approaches, and seeking answers, summarizing and drawing conclusions.
- Samples of technology – Demonstrates Certified Staff members use and student use of technology
- Peer observations- Provides evidence of progress toward achieving a professional growth goal. Used as a source for new ideas.

District OR-1 Five-Minute Observation Form

Comments:

Walk Through _____
Date: _____
Time: _____
Program and Level: _____
Grouping Format: _____
Number in Group: _____
Group Performance Level: _____

Instructor: _____

In the box next to each General Feature indicate +, -, or NA. Check the circle next to each observed area.

☐ **Instructor models instructional tasks when appropriate.**
- ○ Demonstrates the task
- ○ Proceeds in step-by-step fashion
- ○ Limits language to demonstration of skill
- ○ Makes eye contact with students, speaks clearly while modeling skill

☐ **Instructor provides explicit instruction.**
- ○ Sets the purpose for the instruction
- ○ Identifies the important details of the concept being taught
- ○ Provides instructions that have only one interpretation
- ○ Makes connection to previously-learned material

☐ **Instructor engages students in meaningful interactions with language during lesson.**
- ○ Provides and elicits background information
- ○ Emphasizes distinctive features of new concepts
- ○ Uses visuals and manipulatives to teach content as necessary
- ○ Makes relationships among concepts overt
- ○ Engages students in discourse around new concepts
- ○ Elaborates on student responses

☐ **Instructor provides multiple opportunities for students to practice instructional tasks.**
- ○ Provides more than one opportunity to practice each new skill
- ○ Provides opportunities for practice after each step in instruction
- ○ Elicits group responses when feasible
- ○ Provides extra practice based on accuracy of student responses

☐ **Instructor provides corrective feedback after initial student responses.**
- ○ Provides affirmations for correct responses
- ○ Promptly corrects errors with provision of correct model
- ○ Limits corrective feedback language to the task at hand
- ○ Ensures mastery of all students before moving on

☐ **Instructor encourages student effort**.
- ○ Provides feedback during and after task completion
- ○ Provides specific feedback about student's accuracy and/or effort
- ○ Majority of feedback is positive
- ○ Celebrates or displays examples of student success in reading

☐ **Students are engaged in the lesson during teacher-led instruction.**
- ○ Gains student attention before initiating instruction
- ○ Paces lesson to maintain attention
- ○ Maintains close proximity to students
- ○ Transitions quickly between tasks
- ○ Intervenes with off-task students to maintain their focus

☐ **Students are engaged in the lesson during independent work.**
- ○ Independent work routines and procedures previously taught
- ○ Models task before allowing students to work independently
- ○ Checks for student understanding of the task(s)
- ○ Students use previously-learned strategies or routines when they come to a task they don't understand
- ○ Independent work is completed with high level of accuracy

☐ **Students are successful completing activities at a high criterion level of performance.**
- ○ Elicits a high percentage of accurate responses from group
- ○ Elicits a high percentage of accurate responses from individuals
- ○ Holds same standard of accuracy for high performers and

Focus: Phonemic Awareness ☐ Phonics ☐ Fluency ☐ Vocabulary ☐ Comprehension ☐

Personnel - Certificated Employees

Reduction in Force Policy for Certificated Staff

Reductions-in-force of certificated staff member may be required due to decreasing enrollments, limited financial support, changing programs, or other changes in circumstances. If such changes occur and a reduction of certificated staff is necessary, the Superintendent (or his designee) shall recommend to the Board of Education those certificated employees to be reduced under the reduction-in-force provisions of the continuing contract laws; provided, however, that no permanent employee may be reduced through a reduction-in-force while a probationary employee is retained to perform a service in a position that the permanent employee is qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, confidential, and unique personal working relationship necessary between the administration and the Board of Education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

The selection of personnel to be reduced shall be made with consideration given to the following: (1) programs to be offered, (2) areas of certification and endorsement, (3) state and federal regulations which may mandate certain employment practices, (4) special qualifications that may require specific training and/or experience, (5) contributions to activity programs, (6) qualifications based on past performance and competence as determined by the Principal and/or Superintendent through employee evaluation procedures, (7) the organizational and educational impact created by multiple part time certificated employees, and (8) any other reasons which can be rationally related to the instruction in or administration of the school system.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used for purposes of this policy shall conform to the board policies and administrative rules, regulations, and practices (in effect at the time) related to the periodic evaluation of certificated staff members.

If, after consideration of the above, it is the opinion of the Superintendent that no significant difference exists between certificated employees being considered for reduction-in-force, then the employee with the longest uninterrupted service to the district shall be retained. Uninterrupted service time shall accrue the same for all certificated employees regardless of their full time equivalency. Uninterrupted service time for employees employed less than a full school year shall accrue according to the number of contract days worked. Uninterrupted service time shall not accrue for certificated employees on leave of absence for more than forty (40) days.

Any certificated employee whose contract is terminated because of reduction-in-force shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of twenty-four

months commencing at the end of the contract year and the employee shall be recalled on the basis of length of uninterrupted service to the school to any position for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon reappointment, retain any benefits which had accrued to said employee prior to the reduction, but such leave of absence shall not be considered as a year of employment by the district. An employee under contract to another educational institution may waive recall but such waiver shall not deprive the employee of his or her right to subsequent recall.

It shall be the responsibility of such certificated employee to file (with the Superintendent of Schools) a copy of said employee's teaching certificate (including endorsements) upon initial employment with the district. On or before March 15th of each year thereafter (for so long as the employee is employed in the school system or has rights of recall) evidence of any changes in said employee's certification or endorsements which have occurred (since March 15th of the previous year) or are pending shall be filed with the Superintendent of Schools.

Any certificated employee whose employment contract is reduced as a result of reductions-in-force shall (during his/her period of recall) report his/her current address to the Superintendent of Schools and shall inform said Superintendent of any changes of address thereafter. If a vacancy in the system occurs for which said employee has rights of recall, the offer of such employment may be sent by said Superintendent to said employee's last known address. If no acceptance of such offer is received from said employee within fourteen days of mailing and the Superintendent has no personal knowledge of the whereabouts of said employee (other than said last known address), the employee shall be deemed to have waived his/her rights to recall to said employment position.

Anything in this policy to the contrary notwithstanding, this policy shall specifically permit and allow reductions in force to occur which deal with total elimination or termination or amendment of contracts or positions, which deal with reductions in force from full-time to part-time, which deal with reductions in force from part-time to a lesser part-time, or which deal with any other reductions in force which result in the termination or amendment of a certificated employee's contract or employment position.

Legal Reference: Neb. Rev. Stat. Sec. 79-846 to 79-849

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Leave of Absence

After a minimum of three (3) years of employment in District OR-1 Public Schools, a teacher may apply for a one-year leave of absence. Criteria to be considered by the superintendent in recommending approval or denial of a request include:

- no more than one Elementary teacher and no more than one Secondary teacher may be on leave during the same year. If more than one request is received from the Elementary or Secondary, the administration shall decide based on factors including the date of application, the reason for requesting leave, the subsequent value to the school district, and seniority;

- requests for the one-year leave of absence must be submitted in writing to the Superintendent prior to March 1;

- a qualified replacement must be found before the leave is approved;

- no salary or benefits will be paid to the teacher by the district during the year of absence. Continued group health insurance may be obtained, subject to the approval of the insurance carrier; the premiums for such insurance shall be paid by the teacher in advance. Upon return, the teacher will be placed on the salary schedule at the vertical step earned prior to the beginning of the leave period;

- a teacher who wishes to return from leave shall notify the Superintendent in writing by March 1. If no such notice is received by March 1, the teacher is considered to have resigned. The school district shall not be responsible for reminding the teacher of the required return notice;

- a teacher returning from leave is not guaranteed the same position held before the leave of absence. However, an effort will be made to arrange for the same or a comparable position placement; and

- a teacher shall enter into a written agreement with the Board of Education setting forth the terms of such leave of absence.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Dual Sponsorship of Activities

In any instance where more than one teacher is assigned to the sponsorship of an activity for which a stipend is paid, each teacher thereby assigned shall receive payment of the stipend as is specified in the negotiated agreement between the certificated teaching staff and the school district.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Certificated Employees

Standards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.

3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.

4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.

5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.

6. Shall not sexually harass students, parents or school patrons, employees, or board members.

7. Shall not have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.

8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.

9. Shall report to the Superintendent any known violation of these standards.

10. Shall seek no reprisal against any individual who has reported a violation of these standards.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.

2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.

5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.

6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.

7. Shall not discipline students using corporal punishment.

8. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.

2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.

3. Shall neither offer nor accept gifts or favors that will impair professional judgment.

4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.

5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.

6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and

to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.

3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.

2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.

3. Shall give prompt notice to the employer of any change in availability of service.

4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.

5. Shall not assign to unqualified personnel tasks for which an educator is responsible.

6. Shall permit no commercial or personal exploitation of his or her professional position.

7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. §§ 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Non-Certificated Employees

Qualifications of Non-Certificated Employees

Non-certificated employees shall meet the statutory license requirements and such other qualifications as may be determined by the Board and the Superintendent.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Non-Certificated Employees

"At Will" Employees

All non-certificated employees and non-certificated assignments shall be employed on an "at will" basis. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Nothing in board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for non-certificated employees shall be or is intended to create or be a contract or part of a contract with a non-certificated employee which shall in any way be construed to be contrary to the "at will" employment of non-certificated employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a non-certificated employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Non-Certificated Employees

Hiring/Dismissal

The Board of Education hereby delegates to the Superintendent the authority to hire, suspend and dismiss non-certificated employees (employees in positions that do not legally require a teacher or administrative certificate) on behalf of District OR-1 Public Schools. Such authority shall be exercised in compliance with the policies of the Board of Education. The Board of Education reserves the authority to modify or reverse any such action taken by the Superintendent.

Dismissal of non-certificated employees shall be on an at-will basis, as such employees are subject to termination at any time without cause, without prior disciplinary action or progressive discipline, and irrespective of the lack of any evaluation or the irregularity in any evaluation process.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Non-Certificated Employees

Contract

All full-time non-certificated employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment with the school district. The non-certificated "at will" employee contract shall be in the form as proposed by the Superintendent and approved by resolution of the Board of Education.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

EMPLOYMENT AGREEMENT
CLASSIFIED STAFF

This contract is made by and between the Board of Education of District OR-1 Public Schools, of Otoe County, Nebraska, hereinafter referred to as the "Board" and "District", respectively and _____, hereinafter referred to as "the Employee".

WITNESSETH: That the Board, in accordance with action taken by the Board at its meeting held on the ____ day of _____, 20__ and recorded in its minutes, hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment, subject to the following terms and conditions:

Section 1. TERM OF CONTRACT. The term of this contract shall commence on the ____ day of _____, 20__. The employment may be terminated pursuant to Section 7 of the contract or upon the ____ day of _____, 20__, whichever occurs first.

Section 2. DUTIES OF EMPLOYEE. The Employee is hired for the position of _____ _____, provided, the duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's Supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously, and to the best of his or her ability, experience and talents.

Section 3. DAYS AND HOURS OF EMPLOYMENT. The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

Section 4. COMPENSATION. The wage of the Employee shall be $_____ per hour, payable in the following manner: 15th day of each month. Overtime is not authorized.

Section 5. FRINGE BENEFITS. The Employee shall receive the following fringe benefits: 5 days of sick leave per year cumulative to 20 days.

Section 6. POLICIES, RULES AND REGULATIONS: The Employee agrees to be governed by the applicable policies of the Board and the rules and regulations of the District which may be changed at any time, with or without notice to the Employee.

Section 7. TERMINATION OF EMPLOYMENT. This contract creates no property right in continued employment and may be terminated by either party, with reason for termination, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's contract and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

Section 8. COMPENSATION UPON TERMINATION. The Employee agrees that, upon termination of this contract for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of the termination of this contract shall be refunded to the District by the Employee.

Section 9. ENTIRETY OF AGREEMENT AND AMENDENTS. The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its

terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement between the Employee and the Board and that no representations, promises, agreements, or undertakings, written or oral, not herein contained, shall be in force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and a duly authorized representative of the Board.

Section 10. This contract shall be null and void if not accepted and a signed copy of this contract delivered to the office of the Superintendent on or before _____, _____, 20__.

_____	_____
Employee	President, Board of Education
	Executed on behalf of the Board of Education
Executed this ____ day of _____, 20__	This ____ day of _____, 20__.

Personnel - Non-Certificated Employees

Assignment and Transfer

Each non-certificated employee shall be assigned to a position at the direction of the Superintendent and may be transferred to any other position as the Superintendent may direct.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Non-Certificated Employees

Complaint Procedure

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the Superintendent.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel - Non-Certificated Employees

Complaint Form

This complaint form is to be used when a non-certificated employee of District OR-1 Public Schools has a personal complaint related to his/her employment. The initial step for such a complaint is to have a conference with the school principal or with the supervisory officer directly in charge. That step may be undertaken informally, without completing this form.

This form is to be completed if the employee is dissatisfied with the outcome at the initial step and wishes to have his/her complaint reviewed at the next level.

Date: _____
Name: _____

(1) Description of the complaint:
_____
_____
_____
_____
_____.

(2) Names of any witnesses to the matter being complained about:
_____
_____.

(3) Identify and attach any material supporting the complaint:
_____
_____.

(4) Date of the personal conference with the principal or supervisory officer:_____.

(5) Response given by principal or supervisory officer to the employee's complaint:
_____
_____.

(6) Relief requested (what I want done in response to this complaint):
_____
_____.

The undersigned states: I have a reasonable belief that the facts in this complaint are true and accurate and I give permission for an investigation to be made into this complaint.

Signature:_____
Received by: _____ Date: _____

Personnel

Non-Certified Staff

Bus Drivers

Bus drivers are selected from qualified applicants by the superintendent and recommended to the Board of Education for employment. Bus drivers must meet all the requirements prescribed by Nebraska Law.

Regular bus drivers are paid at a rate established annually by the Board of Education. Full-time bus drivers receive five days sick leave per year cumulative to 20 days, with two of those days available to be used for personal leave with the permission of the administration. Part-time bus drivers' sick leave is to be prorated based on their contracted time. Drivers working less than half time are not eligible for sick/personal leave days. Bus drivers are entitled to none of the insurance benefits.

Bus drivers will be paid at an hourly rate established annually by the Board for school activity and field trips.

Except as may otherwise be established by the Board, the pay for each trip on a regular route shall be the total annual pay divided by the total scheduled trips. This amount shall be deducted for each trip that a substitute must be hired. Substitute drivers will be paid an amount calculated according to the procedures outlined above.

Legal Reference: Neb. Rev. Stat. Sec. 79-608
NDE Rules 91 and 92

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Personnel

Standards of Performance for Non-Certified Employees

In fulfillment of the employee's minimum responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition.

3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional decisions.

4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.

5. Shall not exploit relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.

6. Shall not harass in any manner students, parents or school patrons, employees, or board members.

7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.

8. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.

9. Shall not discipline students using corporal punishment.

10. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

11. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee’s personal and institutional views.

12. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee’s supervisor.

13. Shall seek no reprisal against any individual who has reported a violation of these standards.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Classified Employee Notice of Performance Concerns
District OR-1 Public Schools

_____|_____

Employee Date of Review

_____|_____

Location Position

CONCERNS: Check appropriate items(s)

☐ Knowledge and performance of job	☐ Failure to follow policies
☐ Attendance	☐ Ability to work cooperatively with others
☐ Punctuality	☐ Failure to exhibit appropriate judgment and tact
☐ Neglect of Duty	☐ Other

Description of Incident including date(s) of occurrence:
Recommendations for Improvement:

_____ _____

Supervisor Date

*_____ _____

Employee Date

*Employee signature indicates that the employee has reviewed this document. The employee is also being notified that further infractions of this nature or any other type may result in further disciplinary action, which may include termination.

Original to file; copies to Employee, Supervisor

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Students

Introductory Statement

The focus of the school system is on the student. The students and their educational development is the central concern of the board of education's policies and the administrative regulations.

The board of education, within the parameters provided by the patrons of the school district, will attempt to provide adequate facilities and available means to all who wish to learn in the school district.

Date of Adoption: March 13, 2017
Date of Review: July 12, 2021

Students

Admission Requirements

Minimum Age:
A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:
The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) emotional/social development (2) pre academic skills, and (3) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

a. will turn 5 years of age between August 1 and October 15;
b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
    1. Cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
    2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
    3. A test of pre-academic skills such as the KDG Readiness Test, Kaufman Test of Educational Achievement or DIAL- Developmental Indicators for the Assessment of Learning.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all

factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administrative.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:
A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:
A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:
A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:
The parents or legal guardian shall furnish:

(1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).

(2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

(3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

(4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.

(5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the

requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's students.

Legal Reference: Neb. Rev. Stat. §§ 43-2001 to 43-2012
Neb. Rev. Stat. § 79-214
Neb. Rev. Stat. §§ 79-217 to 79-223
Neb. Rev. Stat. § 79-266.01
173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: March 13, 2017 Date of Revision: June 10, 2019
Date of Review: July 12.2021

FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS

1. **Notice of Requirements for Student Admission—Birth Certificate, Immunization, Physical Examination and Visual Evaluation**

2. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict**

3. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict (Alternative: HHS Form)**

4. **Immunization—Affidavit of Refusal—For Medical Reason (HHS Form)**

5. **Immunization—Medical Documentation of Varicella (Chickenpox) Disease (HHS Form)**

6. **Physical Examination or Visual Evaluation---Parent Objection Form**

7. **Waiver of Physical Examination/Visual Evaluation Requirement (HHS Form)**

8. **HHS Summary of the School Immunization Rules and Regulations 2017-2018**

9. **Affidavit (For Child to Enroll Early in Kindergarten)**

10. **Request for Non-disclosure of High School Personal Information to Institutions of Higher Education and Military Recruiters**

11. **Section 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION— BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION AND VISUAL EVALUATION

Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation (for school year 2017-2018 and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).
5. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), nechildrensvision.org, 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

AFFIDAVIT OF REFUSAL OF IMMUNIZATION--
FOR REASON OF RELIGIOUS CONFLICT
(For School Admission)

The undersigned, being first duly sworn, states upon oath as follows

This affidavit is submitted for the following child: _____.

I state that I am submitting this affidavit in the position of (*initial* as appropriate):

____ Self, as I am the child and I am of the age of majority
____ As a legally authorized representative of the child based on (insert description of legal authority; e.g., parent or legal guardian):
_____

I understand that state law requires that the child be protected by immunization against certain contagious diseases prior to enrollment in school. I hereby swear and affirm that such immunization requirements (*initial* as applicable):

____ Conflict with the tenets and practice of a recognized religious denomination of which the child is an adherent or member; or
____ Conflict with the personal and sincerely followed religious beliefs of the child.

I will not hold District OR-1 Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain immunization for the child.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

_____
Affiant

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by_____.

_____
Notary Public

[Legal Reference: Neb. Rev. Stat. sections 79-217 and 79-221; HHS Regulation 173 NAC 3]

AFFIDAVIT
Refusal of Immunization of Student for Religious Reasons

State of Nebraska

ss.

County of

This Affidavit is being submitted on behalf of

_____

(Name of Student) (Birthdate of Student)

If the student is of the age of majority:

I, , of lawful age and being first duly sworn,
(Name of Affiant/Student)
depose and state as follows:

Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personal and sincerely followed religious beliefs.

If the student is a minor:

I, , as legally authorized representative of
(Name of Affiant)

, of lawful age and being first duly sworn,
(Name of Student)
depose, and state as follows:

Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personal and sincerely followed religious beliefs.

(Signature of Affiant)

SUBSCRIBED AND SWORN to before me this day of

Notary Public

REFUSAL OF IMMUNIZATION
For Medical Reasons

As the physician of:

_____

Child's Last Name First Name Age

_____

Birth Date School Grade

A. I have elected to not immunize this student against the following disease(s): (check box*)

☐ Diphtheria

☐ Tetanus

☐ Pertussis

☐ Polio

☐ Measles (Rubeola)

☐ Mumps

☐ Rubella (German Measles)

☐ Hepatitis B

☐ Varicella (chickenpox)

In my opinion, this/these immunization(s) would be injurious to the health and well-being of

☐ The student

☐ A member of the student's household or family

Comments _____

_____

_____

Signature of Physician Date

* Each disease for which a vaccine has not been administered must be checked. Parent / guardian must submit dates of immunization for all other diseases.

Printed from the Nebraska Health and Human Services System Web site. www.hhs.state.ne.us

Documentation of Varicella (Chickenpox) Disease

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

_____

(Name of child/student) (Birth date of child/student)

I _____ verify that the above listed child/student
Parent/Guardian/Medical Provider

had the varicella disease in _____ (year).

_____

(Signature of parent/guardian/medical provider)

PARENT OBJECTION TO
PHYSICAL EXAMINATION OR VISUAL EVALUATION
(For School Admission)

I am the parent or guardian of the following children who are enrolling in the beginner grade or seventh grade in District OR-1 Public Schools, or who are transferring from out of state into any grade in District OR-1 Public Schools:

Child No. 1: _____
Child No. 2: _____

I understand that state law requires that the school be provided with: (1) evidence of a physical examination by a physician, physician's assistant, or nurse practitioner and (2) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The physical examination and visual evaluation is required to be completed within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

I hereby object in writing to the:

_____ physical examination
____ visual evaluation
(check one or both)

for the above named child(ren). I will not hold District OR-1 Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain a physical examination of visual evaluation for the above named child(ren).

Dated this ____ day of _____, 20__.

_____
Parent or Guardian

[Legal Reference: Neb. Rev. Stat. sections 79-214(3) and 79-220]

Nebraska Department of Health and Human Services

Department of Health and Human Services

Waiver of Physical Examination/Visual Evaluation Requirement

School Name (if desired)

Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.

As a Parent/Guardian of - Student Name	Student ID#
School Name	Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

☐ Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry. *(Applies to: Kindergarten or beginner grade, out of state transfers to any grade, and seventh grade).*

☐ Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry. *(Applies to: Kindergarten or entry grade and out of state transfer to any grade).*

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement.

SIGN HERE_____

Signature of Parent/Guardian Date

Comments: _____

_____

_____

_____

_____

_____

FH-40 (44040) 6/07
(New Form)

Summary of the School Immunization Rules and Regulations For 2017-2018 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://www.hhs.state.ne.us/reg/t173.htm (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 1/25/2017

AFFIDAVIT
(For Child to Enroll Early in Kindergarten)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child will reach the age of five years on or after August 1 and on or before October 15 of the current school year.

I elect to enroll the Child this school year and hereby affirm (check or initial appropriate provision for early enrollment):

____ the Child attended kindergarten in another jurisdiction in the current school year; or

____ the family anticipates relocation to another jurisdiction that would allow admission within the current year; or

____ the Child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

_____
Parent or Guardian

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by_____.

_____
Notary Public

Request For Non-disclosure of
High School Student Personal Information
To Institutions of Higher Education or Military Recruiters

I hereby request that the name, address, and telephone listing of _____ (name of student), a high school student at District OR-1 Public Schools, not be released without prior parental consent to:

____ institutions of higher education

____ military recruiters

(check one, both, or none)

Signed by: ___ Student ___ Parent (Check One)

_____ Signature/Date

_____ Print Name

_____ Address

_____ City/State/Zip Code

Note to students/parents: This certificate can be signed by either student or a parent. The provision of this form does not reflect the position of District OR-1 Public Schools that the request for non-disclosure should or should not be made.

‘‘SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

‘‘(a) POLICY.—

‘‘(1) ACCESS TO STUDENT RECRUITING INFORMATION.—Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

‘‘(2) CONSENT.—A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

‘‘(3) SAME ACCESS TO STUDENTS.—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

20 USC 7908.

Students

Discontinuance of Enrollment for Children Younger Than Six Years of Age

Any person with legal or actual charge or control of a child younger than six years of age prior to the then-current school year, who is enrolled in this school district, may discontinue the enrollment of such child by submitting a written notification to the Superintendent or the Superintendent's designee, indicating that child's name, date of birth, grade level and effective date of discontinuation of enrollment. The notification must be in writing and on a form provided by or acceptable to the Superintendent or the Superintendent's designee containing all information required herein. The form must be dated and signed by a parent or person with legal or actual charge or control of the child. The school district may request written verification or documentation of the person's authority to dis-enroll the child. Upon receipt of required written form and any other required information or documentation, the school district shall note discontinuance of the enrollment on its official records pursuant to state law. Any child dis-enrolled shall not be eligible to re-enroll in this school district until commencement of the next school year, or until the child reaches the age of six prior to the then-current school year, whichever occurs earlier. Any person signing a request for discontinuation of enrollment, acknowledges this policy, procedure and the requirement thereof, and expressly agrees thereto.

Legal Reference: Neb. Rev. Stat. § 79-201

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

AFFIDAVIT
(For Child Age 6 to Not Attend School)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child has or will reach the age of six prior to January 1 of the current school year, but will not reach age seven prior to January 1 of the current school year.

I elect to not enroll the Child in an accredited school this school year and hereby affirm (check or initial appropriate exception for attendance):

____ the Child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or

____ the parent or guardian intends for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

_____
Parent or Guardian

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by_____.

_____
Notary Public

NEBRASKA DEPARTMENT OF EDUCATION
301 Centennial Mall South
Lincoln, NE 68509-4987
Contact: Brian Halstead
Phone: 402-471-0732

NEBRASKA WITHDRAWAL FROM MANDATORY ATTENDANCE FORM

_____, _____, _____ submitted a written request to
Requester's Name | Address | City

_____, _____, alleging that he/she was a
District Name | District Code

person with legal or actual charge or control of _____ _____ _____, with the child's
Child's First Name | Child's Middle Name | Child's Last Name

date of birth being ___/___/____, and having a NDE Student ID_____, and that said child be withdrawn
Month/Day/Year | ID #

from school under the provisions of section 79-202 of the Nebraska Reissue Revised Statutes. Said child currently attends _____, _____.
School of Attendance Name | School of Attendance Code

An exit interview was conducted on ___ day of _____, 20___, with the following being present:
Day | Month | Year

_____
First and Last Name of Person Making Written Request with Legal or Actual Control of Child

_____
First and Last Name of Child (May be Left Blank if Reason is Illness)

_____
First and Last Name of Principal or Designee if Child is Currently Enrolled in District

_____, _____, _____
First and Last Name(s) of Other Persons Present and their Relationship to the Child

_____
First and Last Name of Superintendent or Designee

_____ presented evidence that (a) the person has legal or actual charge or control of the
Name of Person Making Request

child and (b) the child would be withdrawing due to:

___ (i) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or

___ (ii) an illness of the child making attendance impossible or impracticable.

All known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future were presented and discussed.

I, being the person making the written request to withdraw the child, hereby affixes my signature representing that I attended said exit interview, all of the requirements having been presented and discussed, and I agree to the withdrawal of the child.

_____ _____
Signature of Requester | Signature of Child (May be left blank if Reason is Illness)

My signature below acknowledges that the exit interview was held, the required information was provided and discussed at the interview, and, that in my opinion, based upon the evidence presented at the exit interview, the person making the written request does in fact have legal or actual charge or control of the child, and the child is experiencing:

___ (a) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or

___ (b) an illness of the child making attendance impossible or impracticable.

Save Form Print Form

_____ _____
Superintendent's or Designee's Signature | Date of Signature

79-202. (1) A person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements of section 79-201 if an exit interview is conducted and the withdrawal form is signed as required by subsections (2) through (5) of this section for a child enrolled in a public, private, denominational, or parochial school or if a signed notarized release form is filed with the Commissioner of Education as required by subsection (6) of this section for a child enrolled in a school that elects pursuant to section 79-1601 not to meet accreditation or approval requirements.

(2) Upon the written request of any person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age, the superintendent of a school district or the superintendent's designee shall conduct an exit interview if the child (a) is enrolled in a school operated by the school district or (b) resides in the school district and is enrolled in a private, denominational, or parochial school.

(3) The superintendent or the superintendent's designee shall set the time and place for the exit interview which shall be personally attended by: (a) The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable; (b) the person who has legal or actual charge or control of the child who requested the exit interview; (c) the superintendent or the superintendent's designee; (d) the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and (e) any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, but need not be limited to, other school district personnel or the child's principal or such principal's designee if the child is enrolled in a private, denominational, or parochial school.

(4) At the exit interview, the person making the written request pursuant to subsection (2) of this section shall present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either (i) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child or (ii) an illness of the child making attendance impossible or impracticable. The superintendent or superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

(5)(a) At the conclusion of the exit interview, the person making the written request pursuant to subsection (2) of this section may sign the withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal. (b) Any withdrawal form signed by the person making the written request pursuant to subsection (2) of this section shall be valid only if (i) the child signs the form unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable and (ii) the superintendent or superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent or the superintendent's designee, the person making the written request pursuant to subsection (2) of this section does in fact have legal or actual charge or control of the child and the child is experiencing either (A) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child or (B) an illness making attendance impossible or impracticable.

(6) A person who has legal or actual charge or control of the child who is at least sixteen years of age but less than eighteen years of age may withdraw such a child before graduation and be exempt from the mandatory attendance requirements of section 79-201 if such child has been enrolled in a school that elects pursuant to section 79-1601 not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

(7) A child who has been withdrawn from school pursuant to this section may enroll in a school district at a later date as provided in section 79-215 or may enroll in a private, denominational, or parochial school or a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Any such enrollment shall void the withdrawal form previously entered, and the provisions of sections 79-201 to 79-210 shall apply to the child.

(8) The Commissioner of Education shall prescribe the required form for withdrawals pursuant to this section and determine and direct either that (a) withdrawal forms of school districts for any child who is withdrawn from school pursuant to this section and subdivision (3)(c) of section 79-201 shall be provided annually to the State Department of Education or (b) data regarding such students shall be collected under subsection (2) of section 79-528.

Students

Assignment of Students: Grade Placement and Transfer Students

Assignment of Students
It shall be the responsibility of the administration to determine academic placement decisions involving students, including situations where students transfer into District OR-1 Public Schools from other educational settings. The District reserves the right to make the most appropriate grade level placement, class placement and teacher assignment for students which best fulfills the needs of the students and the school district.

Grade Level Placement and Credits
Students who enter the District shall be required to present transfer documents and such records as the administration determines appropriate, indicating grade placement, courses completed, and special needs or accommodations, and may be required to complete achievement test to determine appropriate placement.

Placement decisions will consider whether the student is transferring from a school which is accredited or approved. An "accredited" or "approved" school is one which was accredited or approved by the Nebraska Department of Education and, for schools from other states, is a school which is accredited or approved by that state's department of education, meeting requirements which are the same or equivalent as those of the Nebraska Department of Education.

Transfers from Accredited or Approved Schools
Students transferring from accredited or approved schools will initially be placed in the next grade level above that which the student last successfully completed, or for transfers during the school year, in the same grade level as the student was at prior to the transfer. Credits earned at an accredited or approved school will be accepted by the District OR-1 Public Schools. A student who enrolls during the school year shall be given the opportunity to earn full credit for the courses in which the student is enrolled if the student is able to demonstrate mastery of the subject matter and/or completion of course requirements, other than attendance, at a level required for other students to receive credit who have been enrolled throughout the period for which the credit is to be granted. The administration may use a review of transcripts from prior schools attended, standardized tests, assessments, and/or teacher evaluations of student competency in the subject matter to make such a determination.

Transfers from Non-Accredited or Approved Schools
Students transferring from schools which are not accredited or approved (e.g., home schools) will be placed at a grade level to be determined by the administration based on consideration of the following factors:

1. Student's chronological age.
2. Transcript review
3. Testing (achievement test data; diagnostic test data; and/or criterion referenced test data)

4. Teacher evaluation of student competency

Credits earned at a school which is not accredited or approved will not be accepted by the District OR-1 Public Schools. However, the administration may, in its discretion and subject to regulatory requirements, grant a student credits towards meeting graduation requirements for core curriculum courses (not elective courses) completed by the student in a non-accredited or non-approved school if the student is able to demonstrate mastery of the subject matter and completion of course requirements, other than attendance, at a level required for other students to receive credit and to demonstrate that the student has received instruction in such course(s) comparable to that which the student would have received by attending an accredited or approved school. The administration may use a review of transcripts from prior schools attended, standardized tests, assessments, and/or teacher evaluations of student competency in the subject matter to make such a determination. The same criteria will be used for determining whether to grant credit to such a student who enrolls during the year.

Class Rank and Graduation

It shall be the responsibility of the High School Principal to determine academic grade point average, class rank and eligibility for graduation, subject to review by the Superintendent.

Grade point average (G.P.A.) shall be maintained for the 9th through 12th grades. Courses taken prior to 9th grade are not considered for G.P.A. purposes.

Pass\fail grades will be assigned to those courses in which students are granted credit when they begin attending District OR-1 Public Schools.

Class rank is maintained for the 9th through 12th grades. Class rank is based on the District OR-1 Public Schools G.P.A. To be considered for class ranking and any honors or awards which are based on class rank or G.P.A. (e.g., Valedictorian), students must complete a minimum of four semesters of attendance at District OR-1 Public Schools. To receive a diploma from District OR-1 Public Schools students must complete at least 30 credit hours of courses taken at District OR-1 Public Schools and students who have transferred from a school which is not accredited or approved must earn a minimum of two years' credit in an approved or accredited senior high school, grades 10-12, with the final semester's credit being earned in this school district.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 and 79-729;
Title 92, Nebraska Administrative Code, Chapter 10 and February 1993 "NDE Position Statement Regarding Reintegration of Rule 13 Students to Accredited Schools"

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Full-time and Part-time Enrollment

Full-time Enrollment

Students must be enrolled in District OR-1 Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

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

Part-Time Enrollment of Non-Public School Students

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

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

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

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

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.

2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.

   a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
   b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.

3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.

4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.

5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.

2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.

2. Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for non-public school students. The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.

3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.

4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.

5. Essential versus Non-Essential Elective Courses. Non-public school students are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social

studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.

2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.

3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.

4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.

5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.

6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the

principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

9. Extracurricular Activities. Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

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

Date of Adoption: June 12, 2017
Date of Review: July 12.2021

APPLICATION OF NON-PUBLIC SCHOOL STUDENT FOR PART-TIME ENROLLMENT

Application Process:

Step 1: Complete Parts I, II and III of this Application.

Step 2: Complete the attached "Statement of Person in Legal or Actual Charge or Control of a Child" form.

Step 3: Complete Part IV of this Application, **if** you checked item (2) (b) (c) or (d) of the "Statement of Person in Legal or Actual Charge or Control of a Child" form.

Step 4: Sign this Application in the presence of a notary

Note: You may also need to provide the following documents:

(1) birth certificate

(2) proof of immunization, proof of physical examination, and proof of visual evaluation, or written objections signed by parent or legal guardian

(3) durable power of attorney (delegation of parental powers)

(4) student records from school currently attending and school last attended & release of student records form

PART I–Student Information

Student's Name:	DOB:	Grade Level:
Parent/Guardian's Name(s):	Address:	Telephone:
School Currently Attending:	School Address:	Telephone:
School Last Attended:	School Address:	Telephone:
Special Needs/Concerns (e.g. health concerns) (information is requested for accommodation planning purposes): _____	Special Education Needs: ___ Yes ___ No	If "yes" describe needs: ____ _____ _____ _____

PART II–Part-Time Enrollment Request

Semester Child seeks to begin attending:	
Course(s) or Program(s) in which Child seeks to enroll:	
If the Course is an Integrated Course (e.g. Algebra II), provide description of courses Child has passed to meet prerequisites:	
State whether the Course or Program is offered in the Child's School:	
State whether Child is seeking to participate in extracurricular activities; and if so, list the activities:	

PART III–Expulsion Status

Has the child been expelled from school (either public or private, and in any state)? ___Yes___No
Has the term (time period) of the expulsion been completed? ___ Yes___No
If "no," state the reason for the expulsion and the term (time period) of the expulsion: _____
_____

PART IV– Residency Information. If you checked item (2) (b) (c) or (d) of the "Statement of Person in Legal or Actual Charge or Control of a Child" form, provide the following supplemental information:

A. Child living with adult who is exercising parental responsibility for the child	**B. Child living on own**
Name of adults(s) with whom child resides: _____ Child's relationship to those adults: _____ How long has child lived with you? _____ Why is the child residing in the District? (Explain thoroughly) _____ _____ Who is legally responsible for the child? _____ Are you assuming parental responsibilities for this child?_____ Have you given the District a signed Power of Attorney?_____	Do the parents/guardians supply any necessities of life (e.g., food, rent or shelter, health care, etc.) for this child (if "yes", explain)? _____ Do the parents/guardians claim the child as a dependent for tax purposes? _____ Do the parents/guardians provide health insurance coverage?_____ Do the parents/guardians provide an allowance or other monetary benefits? (Explain thoroughly) _____ Why is the child residing in the District? (Explain thoroughly)_____ _____

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The applicants affirm that the above information is full, true and complete to the best of the applicant(s)' knowledge and belief, that the applicants are not aware of any facts which may make the child ineligible for admission to this public school district, and understand and agree that an exclusion from school and criminal complaint may result from the giving of false information. In the circumstance where the child is living with a person other than a parent or legal guardian, the applicant(s) assumes the legal responsibility of a parent for the student for education purposes, and the legal responsibility of a parent in matters concerning liability for disciplinary action, damages to school property, damages to private property at school, and injuries, etc. which may be caused by this child.

It is understood that admission for part-time enrollment is subject to annual application and approval. If admitted the building assignment is to be determined by District policy, the child will be subject to the student conduct and attendance policies of the District, the child must apply for enrollment and attend the entire school year unless an exception exists, and the child is not permitted on school grounds except during times required for attendance in the courses or programs for which part-time enrollment is approved, subject to the discretion of the building principal. It is further understood that the child is not eligible for transportation or transportation reimbursement.

_____ _____
Applicant(s) Applicant(s)

Subscribed and sworn to me this _____ day of _____, 20__.

_____
Notary Public

STATEMENT OF PERSON IN LEGAL OR ACTUAL CHARGE OR CONTROL OF A CHILD SUBMITTED TO DISTRICT OR-1 PUBLIC SCHOOLS FOR PURPOSES OF SCHOOL ENROLLMENT

The undersigned state that I am an adult in legal or actual charge or control of *(Child's Name)*:_____,

a child who resides in this school district at *(Child's Address)*

1) ☐ I state that I am the child's parent, or

2) ☐ I state that I have been entrusted with, or assumed, day-to-day care and full-time supervision of, and responsibility for, the child and have been given the authority to act as parent or guardian in educational matters as established by (check *all* that apply):

a) ☐ a court or testamentary appointment as a legal guardian (*attach copy*) and/or

b) ☐ a power of attorney delegating such parental powers (*attach copy*) and/or

c) ☐ through an in loco parentis designation by a parent in which I have been authorized to stand in the place of the parent in caring for and raising the child (*attach any written documentation of such designation*), and/or

d) ☐ through some other set of circumstances (*please explain on a separate sheet*).

I understand that I may be requested to provide additional information regarding this child. The names and current or last known address of the child's parents are:
Mother: _____ Address:_____Telephone: _____
Father: _____ Address:_____Telephone: _____
I understand that I will be responsible for, and will be expected to make, decisions regarding education (including, but not limited to, records, discipline, and special education unless otherwise provided under special education laws and regulations), emergency medical care, and other matters for this child while in legal or actual charge or control of this child and I state that I have the authority to take such responsibility and to make such decisions and to so act. I also understand that I will have responsibilities under the state truancy laws to cause this child to attend school.

_____ Dated: _____
Signature of Adult in Legal or Actual Charge or Control

_____
Home Address of Adult in Legal or Actual Charge or Control — Home Phone: _____

_____ Daytime Work Phone: _____
Daytime Work Address

NOTE: SECTION 79-215 R.R.S. PROVIDES THAT IF THE STUDENT IS HOMELESS OR IF THE ADULT DOES NOT HAVE A PHONE NUMBER AND ADDRESS WHERE HE OR SHE MAY GENERALLY BE REACHED DURING THE SCHOOL DAY, THOSE PARTS OF THE FORM MAY BE LEFT BLANK AND A BOX MAY BE MARKED ACKNOWLEDGING THAT THESE ARE THE REASONS THESE PARTS OF THE FORM WERE LEFT BLANK. THE ADULT WITH LEGAL OR ACTUAL CHARGE OR CONTROL OF THIS STUDENT SHALL ALSO SIGN THE FORM.

_____ This child is homeless, which is the reason items were left blank.

_____This adult does not have a phone number or address where they may generally be reached during the school day

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(FOR SCHOOL'S USE)

APPLICATION STATUS

Decision:	Not Admitted	( )	Child a Non-resident
	Not Admitted	( )	Board of Education Approval Required (Expelled Student)
	Not Admitted	( )	Other _____
	Admitted	( )	Residency based on ___ Natural parent is a resident of District ___ In Loco Parentis ___ Child is Emancipated
	Admitted	( )	Courses or Programs of part-time enrollment: _____ _____

(Admission is subject to receipt of birth certificate, proof of immunization, physical and visual evaluation, and other required documentation)

Notes:

_____

_____

_____ _____

Date **Signature**

Students

Student Residence, Admission and Contracting for Educational Services

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

1. A resident of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District.

2. A homeless student. The following definition shall be used to determine which students fit this category:

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

3. Approved for option enrollment into the School District.

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

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.

2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.

3. The student is participating in an approved Foreign Exchange Program.

4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or

adjacent to the School District. Such discretionary admission shall be without charge for tuition.

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

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

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

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

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

Legal Reference:	Neb. Rev. Stat. Sec. 79-215 (residency and admission) Neb. Rev. Stat. Sec. 79-215 (children of military or federal employee parent) Neb. Rev. Stat. Sec. 79-232 to 79-246 (option enrollment) 42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act) NDE Rule 9\
Date of Adoption:	March 13, 2017
Date of Review:	July 12.2021

Option Enrollment

A. Process and Time Lines to Option In

For a student to attend District OR-1 Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the District OR-1 Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

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

Provisions for Waiver of Application Deadline (Choose one or modify as desired):

Option 1 (Waiver unless at capacity):

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

Option 2 (Limited Deadline Waiver):

The application deadline will **not** be waived by the School Board for applications to option into the District OR-1 Public School District, except in the following circumstances:

1. Siblings: The application deadline will be waived where the application is for a student who is the sibling of a student attending District OR-1 Public Schools as of the time the application is filed, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending District OR-1 Public Schools and who has the same natural or adoptive parent or who is a stepbrother or stepsister.

2. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.

3. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district.

4. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.

5. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School Board to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

6. Capacity for Late Filed Applications: Where an application is filed for enrollment in the same school year in which enrollment is sought, the "projected enrollment" determinations made pursuant to paragraph D shall be replaced with the "actual enrollment" as of the first day of school for the year of application, as determined by the Superintendent or the Superintendent's designee, but only in the event such actual enrollment is higher than the projected enrollment. Actual enrollment shall include all students in attendance and all students registered to attend (even if not in actual attendance on the first day).

B. Rejection of Applications; Reasons

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

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on a timely basis and the filing deadline has not been waived.

3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the "one-time" rule is applicable to the student's circumstance.

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

C. Priority of Acceptance

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

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

D. Determination of Capacity

The School Board will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building 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, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared.

E. Releases for Options Out

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

Option 2 (Release unless Expulsion is Pending):
A request for release of a resident student of the District OR-1 Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

Option 2 (Release Conditions):
A request for release of a resident student of the District OR-1 Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted only on the following conditions:

1. Kindergarten: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.

2. Siblings: A release will be granted where the application would allow the student to attend the same school as a sibling, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. A "sibling" for this

purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.

3. Educational Programming: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent's designee.

4. No Pending Expulsion: The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School Board and the School District, subject to subsequent ratification by the School Board.

F. Notification of Acceptance or Rejection

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

If an option enrollment application or a request for release is rejected by the District OR-1 Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

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

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

1. The District OR-1 Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district.

3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

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

As part of the option enrollment program, the administration shall make information about the District OR-1 Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

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

Date of Adoption: March 13, 2017 Date of Review: July 15, 2019

Date of Review: July 12.2021

[Print on School District Letterhead]

[Date]

[Insert Name of Parent/Guardian]
[Insert Street Address]
[Insert City], NE [Insert Zip Code]

RE: Option Enrollment; [Insert Name of Student]

Dear [Name of Parent/Guardian]:

I am writing to notify you of the rejection of your:

___ option enrollment application
___ request for a release approval.

Reason for Rejection: The reason for the rejection is that your application or request does not meet the conditions for approval that are set forth in the District's option enrollment policy and/or state law. Additional reasons for the rejection are set forth in the completed application form, which is enclosed.

Appeal Process: The parent or legal guardian may appeal a rejection of an application or of a request to release. The appeal is to be filed with the State Board of Education within thirty days after the date the notification of rejection is received. A sample petition form for an appeal can be found in Appendix A of the Nebraska Department of Education's Rule 61 (http://www.nde.state.ne.us/LEGAL/RULE61.html).

Sincerely,

District OR-1 Public Schools

Robert Hanger, Superintendent

Enclosure: Completed Option Enrollment Application

Sent via certified mail

Students

Foreign Exchange Students

A. Participation in Foreign Exchange Opportunities

1. The Board recognizes the benefits of participating in foreign exchange programs. Such programs increase mutual understanding between the students, staff and citizens of the District and the people of other countries.

2. The District will admit students from foreign nations through foreign exchange programs that are approved by the Superintendent. A foreign exchange program may not be approved unless it is on the current Advisory List of International Educational Travel and Exchange Programs that is maintained by The Council on Standards for International Educational Travel.

3. The District will not admit students on an F-1 visa.

4. The designated school officials for purposes of the foreign exchange program are the Superintendent and the High School Principal.

B. Admission of Foreign Exchange Students

1. The foreign exchange program shall file application forms and related documents with the District by August 1 prior to the beginning of the school year. In order for a foreign exchange student to be admitted to school, the District's acceptance of the application must occur prior to the commencement of the school year. The District retains the right to reject any application.

2. The foreign exchange program shall be responsible for providing the District with all documents and records required by federal and state law and such other documents and records that the District may request. The documentation is to include information to establish that the foreign exchange student has adequate financial support, that the student is covered by health insurance, a complete transcript and a brief explanation of the transcript, and such other documentation that the Superintendent or High School Principal determine appropriate. Foreign exchange students will not be admitted until all such documents and records are received.

3. A maximum of two foreign exchange students will be accepted each school year unless otherwise determined by the Superintendent. To promote a diversity of cultural experiences for students of our District, the foreign exchange students admitted in each school year must not be from the same country.

4. Foreign exchange students must be at least sixteen years old and not older than nineteen years old as of September 1st of the school year in which the student will enroll in the District. Foreign exchange students must not have graduated from high school (or an equivalent educational institution) prior to enrollment in the District.

5. Foreign exchange students must have adequate proficiency in the English language to function in a regular classroom and not require English-as-a-second-language instruction. The foreign exchange program must provide documentation to verify the student's English language proficiency as part of the application process.

6. The host family of the foreign exchange student must be residents of the District.

C. Requirements During Attendance in the District

1. The host family must be residents of the District and the foreign exchange student must reside in the District during the period of time in which the foreign exchange student is enrolled in the District.

2. The local representative of the foreign exchange program is to arrange and attend a meeting with the foreign exchange student, the host family, and the High School Principal or designee prior to the foreign exchange student starting school.

3. The local representative of the foreign exchange program is expected to confer with the High School Principal or designee throughout the foreign exchange student's attendance in the District on a schedule to be determined by the Principal.

4. Foreign exchange students are subject to the same policies, student code of conduct, and attendance requirements that apply to regular students with exceptions appropriate for their status as foreign exchange students including, without limitation, the following: (a) foreign exchange students will not be eligible for student fee waivers; (b) foreign exchange students must be enrolled on a full-time basis; and (c) foreign exchange students are ineligible to take any driver education classes offered by the District. Eligibility for participation in NSAA-regulated activities will be determined based on the Bylaws of the NSAA.

D. Academic Matters Involving Foreign Exchange Students

1. Foreign exchange students will be assigned a grade placement and a class schedule as determined appropriate by the High School Principal or designee. Grade placement will be based upon the District's criteria for students transferring from non-approved schools.

2. Foreign exchange students will be required to enroll in an American literature course and a United States history or a United States government course.

3. Foreign exchange students completing the twelfth grade in the District will be recognized with a school certificate for satisfactory attendance and participation.

4. If a foreign exchange student wishes to receive a District high school diploma, the student must make application to the Principal prior to the beginning of the school year. To receive a diploma, the student must fulfill all of the District's regular high school graduation requirements.

Legal Reference: 22 U.S.C. §2451, et seq.
22 CFR Part 62

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Reviewed: 7.12.2021

District OR-1 Public Schools

APPLICATION FOR FOREIGN EXCHANGE STUDENT

PART 1–Student Information

Student's Name: _____ Country of Citizenship:_____	DOB: _____	*Note*: Student must be at least 16 and not older than 19 as of September 1st of the school year of enrollment.
Parent's Names: _____(Father) _____(Mother)	Address: _____ _____ _____	Telephone (s): _____ _____ E-mail: _____
School year the student indents to attend: _____ School the student expects to attend: _____ Grade level the student expects to be placed: _____ (*Note*: Student must not have graduated from high school or an equivalent educational institution prior to enrollment)		
The student is or will be entering the United States on an F-1 visa: ___Yes___No		
Special Needs/Concerns: _____ _____		

PART 2—Foreign Exchange Program Information

Name of Organization: _____	Name of Local Representative: _____
Address: _____ _____	Telephone (s): _____ _____ E-mail: _____
The foreign exchange program is on the current Advisory List of International Educational Travel and Exchange Programs that is maintained by The Council on Standards for International Educational Travel: ___Yes___No	
We agree that the local representative of the foreign exchange program will confer with the High School Principal or designee throughout the Student's attendance in the District on a schedule to be determined by the Principal: ___Yes___No	

PART 3—Host Family Information

Name of Host Family: _____(Father) _____(Mother)	*Note*: The host family must be residents of the District and the Student must reside in the District during the period of time the Student is enrolled in the District.
Address: _____ _____	Telephone (s): _____ _____ E-mail: _____

PART 4—Application Requirements

1. Attached to this application is the following documentation to establish that the student has adequate financial support: _____
_____

2. Attached to this application is the following documentation to establish that the student is or will be covered by health insurance: _____

3. Attached to this application is the student's complete transcript.
We provide the following brief explanation of the transcript: _____
_____
_____

4. Attached to this application is the following documentation to establish that the student has adequate proficiency in the English language to function in a regular classroom and not require English-as-a-second-language instruction:
_____
_____

5. Student wishes to receive a high school diploma from District OR-1 Public Schools: ___Yes___No.
If "Yes" the student must make application to the Principal prior to the beginning of the school year and must fulfill all of the District's regular high school graduation requirements. Otherwise, a foreign exchange student completing the twelfth grade in the District will be recognized with a school certificate for satisfactory attendance and participation.

_____ _____
Date **Applicant(s)**

_____ _____
Date **Applicant(s)**

- - - -

Students

Student Attendance

Attendance Policy and Excessive Absenteeism

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

A. **Attendance and Absences**.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

   a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

      (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.

      (2) Other absences as determined by the principal or the principal's designee.

   b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

      (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.

      (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

   A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

   Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

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

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

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

   Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in District OR-1 Public Schools or resides in the

District OR-1 Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

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

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

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

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

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

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

child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

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

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

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

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

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Attendance Improvement Plan

This collaborative plan has been developed as a result of a meeting or meetings held on the following dates: _____.
Those in attendance included: _____
_____
_____

The attendees considered the following actions to reduce barriers to improve regular attendance:

1. Illness related to physical or behavioral health of the child:
   ___ It was determined that the physical or behavioral health of the child is not a barrier to improve regular attendance.
   ___ The child's physical or behavioral health poses a barrier to regular attendance. The following actions will be taken in response: _____
   _____.

2. Educational counseling (e.g. curriculum changes):
   ___ It was determined that educational counseling is not needed to reduce barriers to improve regular attendance.
   ___ Educational counseling ___ has been ___ will be provided, consisting of the following: _____
   _____.

3. Educational evaluation:
   ___ It was determined that an educational evaluation is not needed to reduce barriers to improve regular attendance.
   ___ An educational evaluation ___ has been ___ will be conducted to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism. The evaluation will include: _____
   _____.

4. Referral to community agencies for economic services:
   ___ It was determined that economic services are not needed to reduce barriers to improve regular attendance.
   ___ The family ___ has been ___ will be given information about community agencies which may have economic services available to the family, which includes: _____
   _____.

5. Family or individual counseling:
   ___ It was determined that family or individual counseling is not needed to reduce barriers to improve regular attendance.
   ___ The family ___ has been ___ will be given information about family or individual counseling that is available pertaining to: _____
   _____.

6. Assisting the family in working with other community services:
   ___ It was determined that assistance in working with community services is not needed to reduce barriers to improve regular attendance.
   ___ The family ___ has been ___ will be given assistance in working with community services pertaining to: _____
   _____.

Other actions to be taken:

Action	Responsible Person	Date to Complete

Plan completed by:

_____
Signature (title)

_____
Signature (title)

_____
Signature (title)

_____
Signature (title)

_____
Signature (title)

_____
Signature (title)

_____
Date

Attendance Improvement Plan

This collaborative plan has been developed as a result of a meeting or meetings held on the following dates: _____.
Those in attendance included: _____
_____
_____

The attendees considered the following actions to reduce barriers to improve regular attendance:

1. Illness related to physical or behavioral health of the child:
   ___ It was determined that the physical or behavioral health of the child is not a barrier to improve regular attendance.
   ___ The child's physical or behavioral health poses a barrier to regular attendance. The following actions will be taken in response: _____
   _____.

2. Educational counseling (e.g. curriculum changes):
   ___ It was determined that educational counseling is not needed to reduce barriers to improve regular attendance.
   ___ Educational counseling ___ has been ___ will be provided, consisting of the following: _____
   _____.

3. Educational evaluation:
   ___ It was determined that an educational evaluation is not needed to reduce barriers to improve regular attendance.
   ___ An educational evaluation ___ has been ___ will be conducted to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism. The evaluation will include: _____
   _____.

4. Referral to community agencies for economic services:
   ___ It was determined that economic services are not needed to reduce barriers to improve regular attendance.
   ___ The family ___ has been ___ will be given information about community agencies which may have economic services available to the family, which includes: _____
   _____.

5. Family or individual counseling:
   ___ It was determined that family or individual counseling is not needed to reduce barriers to improve regular attendance.
   ___ The family ___ has been ___ will be given information about family or individual counseling that is available pertaining to: _____
   _____.

6. Assisting the family in working with other community services:
   ___ It was determined that assistance in working with community services is not needed to reduce barriers to improve regular attendance.
   ___ The family ___ has been ___ will be given assistance in working with community services pertaining to: _____
   _____.

Other actions to be taken:

Action	Responsible Person	Date to Complete

Plan completed by:

_____
Signature (title)

_____
Signature (title)

_____
Signature (title)

_____
Signature (title)

_____
Signature (title)

_____
Signature (title)

_____
Date

[Print on School District Letterhead]

[Date]

XXX
Otoe County Attorney
1518 Central Avenue
Nebraska City, NE 68410

RE: Attendance Policy; Requested Collaboration

Dear _____:

Section 79-209 requires school districts to "have a written policy on attendance developed and annually reviewed in collaboration with the county attorney of the county in which the principal office of the school district is located."

Enclosed is a draft of the revised policy that we intend to submit to the Board of Education for adoption. Please review the policy and give me any suggested changes you may have. If you would like to meet to discuss the policy in person, please contact me at (402) 780-5327.

We need to get the new policy in place prior to the beginning of the 2021-2022 school year. As such, I request that you contact me with regard to the policy at your earliest opportunity.

Sincerely,

Michael T. Hart
District OR-1 Public Schools

Enclosure: Attendance and Excessive Absenteeism Policy

Students

Attendance During School Day (Dismissals and Field Trips)

Students may not be permitted to leave school prior to the regular dismissal time except by permission of the Principal.

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of any one other than a school employee, police officer, court official, or parent of the child, unless permission of the parent has been first secured. If any police or court official requests the dismissal of a student, the student's parents should be notified as soon as possible.

Field trips or excursions off school grounds must have the approval of the Principal in advance and administrative requirements may be established for such activities.

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

School Census

The Superintendent shall take such steps as necessary to take a complete school census every year and file the census in accordance with state and local laws.

Legal Reference: Neb. Rev. Stat. Sec. 79-524
Neb. Rev. Stat. Sec. 79-528
Neb. Rev. Stat. Sec. 79-578
NDE Rule 8.604

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Parent-Student Handbook

Each year the Board of Education shall adopt a Parent-Student Handbook. The rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy and shall control over any earlier-adopted Board policy to the extent of the conflict.

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Military Recruiters

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

Legal Reference: LB 575 (2019)

Date of Adoption: July 15, 2019
Date of Review: July 12.2021

Students

Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering

the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less then twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a

personal injury to the student himself or herself, other students, school employees, or school volunteers.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

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

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

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

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the

consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

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

employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational

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

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

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
   a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material

that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
e. Head wear including hats, caps, bandannas, and scarves.
f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
g. Clothing or jewelry that is gang related.
h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

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

provide a level playing field for all students, and to develop appropriate values.

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

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

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

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

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

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

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

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

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

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

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

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

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

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit

student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action,

consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.

9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

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

   The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296
Date of Adoption: March 13, 2017 Date of Revision: June 10, 2019
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Students

Alternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration shall select one of the following described educational options to be made available to the expelled student during the period of expulsion, to-wit: (1) An alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) The development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. The superintendent or superintendent's designee shall make known to the expelled student which of the alternative educational options the administration has selected for the student's expulsion. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) if the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice of the recommendation to expel, (2) if the student has requested a hearing, the date the student, parent, or guardian receives notice of the determination of the superintendent or superintendent's designee to expel the student, or (3) such other date as may be mutually agreed by the student, parent, or guardian and the administration.

A. ALTERNATIVE EDUCATION PROGRAM:

The approved alternative programs are: (1) community-based programs, (2) home-based programs, (3) specialized tutorial experiences, and (4) distance-learning. The Board of Education may, from time to time, approve other alternative programs and may approve specific alternative programs and may enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative program shall hold a valid Nebraska Teaching or Administrative Certificate. To the extent that the alternative program is to be community-based or off-site, such alternative program shall be planned in cooperation with and monitored or supervised by a school district staff member who holds a Nebraska Teaching or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.

The superintendent or superintendent's designee shall determine which alternative programs shall be made available to each specific expelled student based on a consideration of the interests of the school district and the student's educational and behavioral objectives and needs, as determined in the discretion of the superintendent or the superintendent's designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the district shall have no further obligation with regard to the provision of an alternative program. The superintendent or superintendent's designee shall establish a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or

guardian may be required, as a condition of such alternative program being available, to agree in writing to pay the tuition or other similar costs for such program in the event the expelled student fails to successfully complete the program.

The standards of student behavior and cooperation required of students in the regular programs of this school district shall also be required of expelled students throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the district may, by action of the superintendent or superintendent's designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available, unless waived by the parent or legal guardian.

Upon preapproval by the superintendent or the superintendent's designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded shall be equal to the same academic credit a student in the school district's regular educational program would earn for completion of a similar educational program, as determined at the discretion of the superintendent or superintendent's designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program, as determined by the teacher and the superintendent or superintendent's designee. The superintendent or superintendent's designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement mark (i.e., grades) assigned for such academic credits shall not be available to the advantage of the expelled student for honor roll, class rank, or other academic honors or recognition.

B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program outlined in subparagraph A. above, the following procedures shall be followed prior to expelling a student unless the expulsion was required by subsection (4) of the Neb. Rev. Stat. § 79-283; said procedures being as follows, to wit:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

(a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,

(b) Identify educational objectives that must be achieved in order to receive credits toward graduation,

(c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and

d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

Legal Reference: Neb. Rev. Stat. §79-266
NDE Rule 17

Date of Adoption: March 13, 2017

Date of Review: July 12.2021

APPENDIX "1"

SECTION 79-266(2) PLAN

Student: _____
Date and Participants: _____
(List parent or legal guardian, school representative, and community or agency representative)

(a) **Guidelines and Consequences for Behaviors**

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

(b) **Educational Objectives**

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

(c) **Financial Resources and Community Programs Available**

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) **Monthly Reviews & Other**

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this _____ day of _____, 20___, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by _____
[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

Students

Extracurricular Activity

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students 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. Participation in activities, both as a competitor 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, team, student body, community and 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 individuals and citizens.

Safety

The District's philosophy is 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, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

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.

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under

the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is

not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug and Alcohol Violations.

Meaning of Terms.
Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

(2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences.
Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.
An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).
   The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions

in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
   a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
   b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
   a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
   b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
   c. If a hearing is requested:

i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

   Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

   Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.

2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.

3. Maintain an overall "C" average to participate in extracurricular activities, except school dances.

4. Academic requirements do not apply to:
   (A) Instructional field trips which are a part of the scheduled course learning experience; or
   (B) Activities or events which are a part of the student's grade requirements.

Legal Reference: Neb. Rev. Stat. §§ 79-254 to 79-296

Date of Adoption: March 13, 2017 Date of Revision: June 10, 2019

Date of Review: July 12.2021

Students

Drug and Substance Use and Prevention

Drug-Free Schools
The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention
The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct; Notice to Students and Parents
Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

> "RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING [NAME] PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING

TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited

to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.

5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The [Name] Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Date of Adoption: March 13, 2017 Date of Revision: June 10, 2019
Date of Review: July 12.2021

Students

Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

Legal Reference: Neb. Rev. Stat. Sec. 79-526

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Student Records

School staff shall maintain student records in compliance with state and federal law.

Confidentiality of Student Records.
Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

To the extent permitted by law, contractors, consultants and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

Student and Parent Access to Student Records.
A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Maintenance and Destruction.
Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

Amendment of Student Records.
Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent. The parent shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Legal Reference: Neb. Rev. Stat. §§ 42-364(4) and 42-381; Neb. Rev. Stat. § 43-3001
Neb. Rev. Stat. §§ 79-2104 and 79-2105; Neb. Rev. Stat. § 79-539
Neb. Rev. Stat. §§ 84-1201 to 84-1220
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in District OR-1 Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

OPTIONAL

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)
- Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Otoe County Sheriff as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Students

Academic Progress

The Superintendent will be responsible for implementing a uniform system for appraising and reporting the development of students' academic and behavioral skills.

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held in both the elementary and junior-senior high school each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Grading System

The grading system of District OR-1 Public Schools shall be as follows:

a. Grading periods of approximately nine (9) weeks shall be used four (4) times per year.

b. Achievement marks shall be given on a numerical basis for all grades 4-12, with the marks of 69 or lower considered a failure. A special grading report for the K-3, on a different basis, shall be used.

c. The grading and conversion scale are as follows:

A	94 – 100	Excellent
B	86 – 93	Good
C	78 – 85	Satisfactory
D	70 – 77	Needs Improvement
F	Below 70	No Credit
INC	Incomplete	No Credit

d. For all other grading reports received on transfer students, the Superintendent and/or principal shall convert these to an approximately equal grade on our system.

e. Staff members may use whatever method they determine professionally appropriate in the day to day grading, but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade.

1. Achievement in relation to class objectives.
2. Class participation.
3. Mental ability of student in relation to the total class and required work.
4. Evidence the student is exceeding the class requirements and delving further.

f. On excused absences of secondary students, they shall be allowed two (2) days for each day missed to complete work assigned. After this period elapses, all work not handed in or completed shall receive a zero.

g. On unexcused absences, all work assigned shall receive a zero, or a grade assigned for class participation shall also receive a zero, and also possibility of a disciplinary action.

h. All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, deportment, comments (if instructor desires).

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Graduation

To participate in commencement exercises or receive a District OR-1 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. Students who graduate from District OR-1 Public Schools must accumulate 230 hours. The total graduation requirements must include the following core curriculum:

English	45	Credit Hours
Science	30	Credit Hours
Math	30	Credit Hours
Social Studies (American History and American Government and one other Social Studies course)	40	Credit Hours
Physical Education	10	Credit Hours
Business	10	Credit Hours
Computers	15	Credit Hours
Total Required Hours	180	Credit Hours
Total Elective Hours	50	Credit Hours

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

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Date of Review: July 12.2021

Students

Early Completion Plan

District OR-1 Public Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion. The failure to meet any of the criteria or time lines listed in the policy may cause the student to become ineligible for early completion.

(1) A student will be allowed to transfer in a maximum of twenty (20) hours from educational courses taken outside the District OR-1 Public School District. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the District OR-1 Public Schools. Students transferring into District OR-1 Public Schools may transfer in hours that are listed on their official Transcript.

(2) A student will be able to use only five (5) hours of transfer credit in any one subject matter area.

(3) Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.

(4) Application for early completion must be requested, in writing, to the high school principal by March 15th of the applicant's Junior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.

(5) Along with the application, the applicant must submit three (3) letters of recommendation supporting the student's request for early completion. These three (3) letters of recommendation must contain one (1) letter from the high school guidance counselor, along with two (2) letters from other secondary staff members.

(6) The Superintendent or designee will make the final decision in regards to an applicant's early completion prior to April 15th of the applicant's Junior year.

(7) Once given approval, the applicant will have until March 15th of the applicant's Senior year to notify the high school principal of the applicant's decision in regards to participating in the regularly scheduled graduation ceremony. The applicant must also attend one (1) Commencement practice in order to participate in the Commencement

ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route.

(8) A student who decided to opt for early completion is not eligible to participate in school sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be the regularly scheduled graduation ceremony.

(9) This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

10) The deadlines listed may be waived by the Superintendent or designee when extenuating circumstances exist. Requests for waivers based upon extenuating circumstances must be submitted to the Principal and Superintendent at least 60 days prior to graduation.

11) The Superintendent will notify the Board of Education in advance of any students seeking early completion.

Date of Adoption: March 13, 2017
Date of Revision: July 12, 2021

Students

Make-up Work

Make-up work for students who are absent from school shall be governed by guidelines developed by the Superintendent or Superintendent's designee. The Guidelines shall state the criteria to be used in determining whether and to what extent the opportunity to complete class work, including examinations, missed during a period of disciplinary suspension will be granted.

The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below; which are the Superintendent's guidelines, or such other guidelines as approved from time to time by the Superintendent or the Superintendent's designee.

To receive credit for work missed due to excused absences (e.g., personal illness, bereavement or emergency in the family, participation in an approved school activity), the student, upon returning to school, is responsible a) for requesting assignments for make-up work and b) for completing the make-up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.

To receive credit for work missed due to a parent requested prearranged absence (e.g., medical or dental appointment, religious observance, spectator at a school activity, family trip, college visit), the student is responsible a) for requesting assignments for make-up work prior to his/her absence and b) for completing the make-up work on his/her own initiative by the due date.

The date when make-up work is due will be determined by the Principal, with two (2) days, being allowed for each day absent up to a maximum of ten (10) days. Students who plan to miss school due to scheduled school activity or a parent requested prearranged absence may request assignments and make arrangements to complete part of all of the work prior to the absence.

At the beginning of each semester, or during the semester for students who enter during the semester, a) the principal will provide students with information about the district regulations for absences and make-up work and b) teachers will explain the procedures students should use for requesting assignments and completing make-up work in their courses.

Students and parents/guardians are advised that equivalent experiences for students who miss class are difficult and sometimes impossible to recreate. Parents/guardians are also advised that testing and summarizing activities often are scheduled at the end of the quarter and the end of the semester; parent requested prearranged absences should be avoided during these times.

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

High School Credit for Middle School Courses

High school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

Legal Reference: NDE Rule 10.003.05B

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Association Activities

The District OR-1 Public School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and parochial schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extracurricular activities.

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities Association and rules of District OR-1 Public Schools.

Students who represent District OR-1 Public Schools in any of its allied or extracurricular activities shall practice a high level of citizenship both in school and in community living.

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Student Organizations

The Superintendent shall approve formal student organizations, provide adequate supervision, and administer student finances for student organizations and activities. Student organizations, as a vital part of the total education program, should accomplish the following criteria:

1) Extend and reinforce the instructional program.
2) Give students practice in democratic self-government.
3) Develop student morale and support for the school.
4) Honor outstanding student achievement.
5) Provide wholesome social and recreational activities.

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Student Activities, Hazing, Fund-Raising and Supervision

Secret Organization. No student shall participate in or be a member of any secret fraternity or secret organization that is in any degree a school organization. Students who violate this rule may be denied any or all school privileges and may be expelled.

Initiation & Hazing Activities. Initiations and hazing activities are not permitted. Students who violate this rule may be denied any or all school privileges and may be expelled.

Fund-raising. All teachers shall earnestly seek to educate students in the services performed by the humanitarian agencies, and shall encourage students to participate in their financial support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities among the student population. Students may engage in raising funds, under the control of school officials, for certain approved student activities, provided the project has the approval of the principal of the school involved.

Students or student groups desiring to raise money through fund drives in one form or another will present their written requests to the elementary and/or secondary principal for their approval. The approval will be based on the following criteria:

A. Where the funds will be used. Preference will be given to those activities in which usage of tax money would be doubtful or illegal, such as trips and awards of a personal nature. Any drive which seeks or tends to circumvent a Board decision will be rejected. A definite goal for the expenditure of the funds received must be established.

B. Quality of the product or suitability of the product sold. Items which are overpriced or of an embarrassing or controversial nature to the school will be rejected. Items which are in direct competition with local businesses shall be avoided where practicable.

C. The number of fund drives per organization are limited to three (3) per year.

D. The Board will not be responsible for any losses incurred. Principals will need to approve locations and subject matter of all posters posted in the drive.

Adult Sponsors. Adult sponsors must be in attendance at all school sponsored activities.

Adult Drivers. The District does not sponsor activities involving driving vehicles unless a school employee or sponsor or an adult is driving.

Legal Reference: Neb. Rev. Stat. §§ 79-2101 to 79-2103

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Selection of Students for Participation in Activities

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

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Date of Review: July 12.2021

Students

School Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of District OR-1 Public Schools and their guests may attend.
   a. Students currently attending District OR-1 High School or another Nebraska high school who have not been restricted from attending extracurricular activities at District OR-1 High School or their own school are generally considered appropriate dates or invited guests.
   b. Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
   c. Some school dances may be restricted to students attending specified grades levels at District OR-1 Public Schools. For any dances at the middle school level, only students attending District OR-1 Public Schools in the grade(s) for which the dance is being held may attend.
   d. Students who have been suspended from school or from extracurricular activities may not attend.
   e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
   f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
   g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

   Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change

unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection of Royalty. Nomination and selection of royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Specific Dance Eligibility and Selection Requirements:

   a. Homecoming Queen & King:
      - Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
      - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
      - The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.

   b. Prom King and Queen:
      - Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
      - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
      - The queen and king will be chosen from the qualified nominees by secret vote of the junior class.

Date of Adoption: March 13, 2017 Date of Revision: June 10, 2019
Date of Review: July 12.2021

Students

Drug and Alcohol Testing

1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

2. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the high school (Grades 9-12) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, National Honor Society, academic teams, One-Act, choir, Quiz Bowl, Speech Team, FFA land judging, and FCCLA state and regional competitions.

To participate in a school sponsored competitive extracurricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities until the form is submitted.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

3. Testing Procedure.

a. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensuring an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, barbiturates and nicotine, not medical conditions or the presence of authorized prescription medications.

4. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a "need to know" basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such.

Test results will be kept in confidential files separate from the students' other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

5. Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test;
- Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student's parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.

- The student's privilege of participating in extracurricular activities will be restricted as follows:

    - For a first positive test, the student is ineligible to participate in any extracurricular activities for twenty (20) school days. The student may continue to participate in extracurricular activities if within ten (10) school days of the meeting with the parents or guardians the student shows proof that the student is receiving substance abuse counseling with a qualified professional and submits to a second drug test within two (2) weeks.

    - For a second and subsequent positive test, the student is ineligible to participate in any extracurricular activity for one (1) calendar year. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by a qualified professional, and in any event for no less than four (4) hours, and must submit to five (5) follow up drug tests during the next twelve (12) month period.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

6. Appeal Procedures.

A student or the student's parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four

(24) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.

Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in school sponsored competitive extracurricular activities.

In the event a student or the student's parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

7. Implementation.

Implementation of this Policy shall not occur until Board action to authorize its implementation is taken.

Date of Adoption: January 14, 2019
Date of Review: July 12.2021

Consent to Test Form

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of District OR-1 Public Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize District OR-1 Public Schools to conduct a drug and alcohol test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

I plan to participate in one or more of the following school sponsored competitive extracurricular activit(ies):

_____

_____ I am volunteering to be placed in the testing pool.

Activity Drop Form

I, _____wish to withdraw from _____

_____.

I will submit this form to the Athletic Director. My name will be withdrawn from the testing pool on the date this is received by the Athletic Director.

Completing this form will pertain to all school sponsored competitive extracurricular activities. I understand, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

_____ _____
Athletic Director Date of Receipt

Date of Adoption: January 14, 2019
Date of Review: July 12.2021

Students

Drug and Alcohol Testing

1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

2. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the high school (Grades 9-12) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, National Honor Society, academic teams, One-Act, choir, Quiz Bowl, Speech Team, FFA land judging, and FCCLA state and regional competitions.

To participate in a school sponsored competitive extracurricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities until the form is submitted.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

3. Testing Procedure.

a. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensuring an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, barbiturates and nicotine, not medical conditions or the presence of authorized prescription medications.

4. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a "need to know" basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such.

Test results will be kept in confidential files separate from the students' other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

5. Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test;
- Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student's parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.

- The student's privilege of participating in extracurricular activities will be restricted as follows:

  - For a first positive test, the student is ineligible to participate in any extracurricular activities for ~~twenty (20) school~~ 30 calendar days or two school activities whichever occurs first. The student may reduce their ineligibility to 15 calendar days or 1 event whichever occurs first ~~if the student may continue to participate in extracurricular activities~~ if within ten (10) ~~school~~ business days of the meeting with the parents or guardians the student shows proof that the student is receiving substance abuse counseling with a qualified professional and submits to a second drug test within two (2) weeks.
  - For a second and subsequent positive test, the student is ineligible to participate in any extracurricular activity for one (1) calendar year. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by a qualified professional, and in any event for no less than four (4) hours, and must submit to five (5) follow up drug tests during the next twelve (12) month period.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

Consequences for any violations of the district drug policy also may include disciplinary action by coaches or sponsors specific to activity and participant conduct expectations.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

6. Appeal Procedures.

A student or the student's parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.

Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in school sponsored competitive extracurricular activities.

In the event a student or the student's parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

7. Implementation.

Implementation of this Policy shall not occur until Board action to authorize its implementation is taken.

Date of Adoption: January 14, 2019
Date of Review: July 12.2021
Date of Revision: November 8.2021

Consent to Test Form

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of District OR-1 Public Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize District OR-1 Public Schools to conduct a drug and alcohol test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

I plan to participate in one or more of the following school sponsored competitive extracurricular activit(ies):

_____

_____ I am volunteering to be placed in the testing pool.

Activity Drop Form

I, _____wish to withdraw from _____

_____.

I will submit this form to the Athletic Director. My name will be withdrawn from the testing pool on the date this is received by the Athletic Director.

Completing this form will pertain to all school sponsored competitive extracurricular activities. I understand, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

_____ _____
Athletic Director Date of Receipt

Date of Adoption: January 14, 2019
Date of Review: July 12.2021
Date of Revision: November 8.2021

Students

Child Abuse and Neglect

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period."

Legal Reference: Neb. Rev. Stat. § 28-711
34 U.S.C. § 20341

Date of Adoption: March 13, 2017 Date of Revision: June 11, 2018
Date of Review: July 12.2021

Students

Married Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Legal References: Neb. Rev. Stat. §§ 79-2,114 to 79-2,124
20 U.S.C. § 1681 (Title IX)

Date of Adoption: March 13, 2017 Date of Revision: July 16, 2018
Date of Review: July 12.2021

Students

Corporal Punishment

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student except to the extent such is reasonably necessary for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

Legal Reference: Neb. Rev. Stat. § 79-295
NDE Rule 27

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Search and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches:

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

2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.

3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.

4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.

5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm

or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.

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

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Legal Reference: Neb. Rev. Stat. § 28-1204.04 (firearms)

Date of Adoption: March 13, 2017 Date of Revision: June 11, 2018
Date of Review: July 12.2021

Students

Vandalism

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.

Legal Reference: Neb. Rev. Stat. § 79-237

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Health Inspections

The school district shall cause every child under its jurisdiction to be separately and carefully inspected, except as otherwise provided by law, to ascertain if such a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health and Human Services ("Department"). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice. In lieu of conducting the inspections, the school board may employ regularly licensed physicians to make such inspections.

If such inspection determines that any child has defective sight or hearing, dental defects, or other condition for which screening is required, the school shall notify the parent of the child in writing of such condition and explain to the parent the necessity of professional attendance for such child.

Whenever a child apparently shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found and the school board shall be at once notified. Such student may be excluded from school as provided in the Student Discipline Act.

A child shall not be required to submit to an inspection required by this policy if his or her parent or guardian provides school authorities with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective credentialing act or other qualified provider as identified by the Department's applicable rules and regulations, stating that such child has undergone such required inspection within the past six months. A child shall submit to any required inspection for which such a statement is not received.

Legal Reference: Neb. Rev. Stat. §§ 79-248 and 79-249
Neb. Rev. Stat. § 79-264
Neb. Rev. Stat. § 79-526

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Communicable Diseases

Communicable Disease Control

District OR-1 Public Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In general, a student with a communicable condition will be allowed to attend school in the student's usual class setting only after written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.

In general, a district employee with a communicable condition will be allowed to work only after securing a physician's written statement indicating that the disease is not in a communicable stage. The school reserves the right to secure an independent second opinion if such is deemed necessary.

Students' Communicable Conditions

A) The school principal and the Student Assistance Team will function as liaisons with the student's physician as necessary, and will coordinate the health management procedures within the school building.

B) The decision to exclude a student from school shall be made by the Superintendent, after consultation with the appropriate building principal. Decisions regarding the type of educational setting for students who are not excluded from classes will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction within others in that setting. Educational plans for these students will be developed by the Student Assistance Team, with the help of parents or guardians and the appropriate medical personnel.

C) The privacy of the student and family must be protected, and knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions, and they will be made aware of confidentiality requirements.

D) Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with the Student Assistance Team,

the student's physician, parents, and/or their representative, school nurse, or the school's physician.

E) A student might be considered at high risk if the student: exhibits behaviors that may spread the disease (e.g., biting, lacks toilet training or is incontinent) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.

F) During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. The Student Assistance Team will review long-term cases at least monthly, or more often if necessary.

Employees' Communicable Conditions

A) Any employee who contracts a communicable condition should report the same to the building principal who should, in turn, report to the Superintendent in a confidential manner. The Superintendent shall then consult with the employee and appropriate medical personnel to evaluate the medical and psychological condition of the employee. The Superintendent shall recommend reasonable accommodations so that the employee may continue in employment as long as the employee is physically able to do so.

B) The privacy of the employee must be protected, and knowledge that an employee has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions and will be made aware of confidentiality requirements.

C) Employees who present a high risk of disease transmission will be temporarily excluded from work after consultation with appropriate medical authorities.

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Missing Persons

A missing person shall mean a person sixteen (16) years or younger reported to any law enforcement agency as abducted or lost.

Upon notification by the Nebraska State Patrol of a missing student, the school will flag the student's records in such a way that any personnel looking at such birth certificate or record shall be alerted to the fact that the birth certificate or record is of a missing person. If the record has been flagged as that of a missing person, and a request for transfer of the student's records is received, school personnel shall not forward such records to the requesting school, but shall instead notify the Principal, who shall notify the Sheriff's Department of the request and that the student is a reported missing person.

Legal Reference: Neb. Rev. Stat. § 79-214
Neb. Rev. Stat. §§ 43-2001 to 43-2012

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

Students

Requests to Contact Students and Student Interviews by Non-School Personnel

A. Removals of Students and Interviews of Students

In dealing with law enforcement officials, District OR-1 Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

1. Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

(a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;
(b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
(c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
(d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
(e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;
(f) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248);

(g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or

(h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of District OR-1 Public Schools, the following action is to be taken:

(a) Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit "A" to this Policy may be used for this purpose.

(b) Notify Local Law Enforcement. In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of District OR-1 Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.

(c) Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student's parents or guardian.

A student should not be released to a private detective or "special police officer" who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student's parent, guardian or custodian.

2. Interviews of Students by Law Enforcement Officials

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

(a) Interviews not related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to District OR-1 Public Schools, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.

(b) Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.

(c) Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations, an employee of District OR-1 Public Schools should be present during the interview to ensure that the interview relates only to those matters.

(d) Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

3. Disclosure of Student Records

School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. Removals and Interviews by Persons other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student's parent, guardian or custodian, or a person authorized by the student's parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Legal Reference: Neb. Rev. Stat. §§43-248; 43-418; 79-294; 79-2104
20 U.S.C. §1232g (FERPA)

Date of Adoption: June 12, 2017
Date of Review: July 12.2021

AR-5413--Exhibit A

Affidavit and Release to Remove Student

Date:_____

The undersigned hereby states and affirms to the District OR-1 Public Schools as follows:

1. That I am duly-appointed and acting peace officer employed by _____ and am currently acting within the scope of such employment.

2. That request is hereby made of the District OR-1 Public Schools to deliver to me the following named student:_____.

3. That I am entitled to immediate physical custody of said student by virtue of:

   ( ) Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student's protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.

   ( ) There having been issued a valid warrant for such student's arrest, a true copy of which is attached hereto.

   ( ) There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: _____
   _____

   ( ) Other (specify) the student being placed under arrest due to following authority: _____
   _____

4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.

5. That the undersigned has the legal right to take custody of the student without the consent of said student's parent(s), guardian, custodian, or the District OR-1 Public Schools.

6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

._____.

(Give complete description of officer's name and position, including badge number)

AR-5413--Exhibit B
Affidavit to Interview or Question Student

Date:_____

The undersigned requests the right to interview or question _____, a student of the District OR-1 Public Schools, and hereby states and affirms to the District OR-1 Public Schools as follows:

( ) That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the _____ Court of _____ County, Nebraska.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

( ) That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

( ) That requesting consent to the interview from the child's parent or guardian and notification of child's parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

._____.
(Give complete description of officer's
name and position including badge number)

MEETING NOTICE

The Board of Education of District OR-1 Public Schools will meet in regular session on [month/date], 20__, at _:__ p.m. in the [location/address], Nebraska. The meeting will include the holding of a public hearing to discuss, consider, and receive input on the student fee policy and the parental involvement policy. An agenda for the meeting and public hearings, which shall be kept continually current, is readily available for public inspection at the Superintendent's office during normal business hours.

DISTRICT OR-1 PUBLIC SCHOOLS

AGENDA

The following is the agenda for the meeting of the Board of Education to be held on [month/date], 20__ in the [location/address], Nebraska.

1. Call meeting to order and announce location of Open Meetings Act poster.

2. Approval of Agenda and Changes to Agenda.

3. Reading and approval of minutes:

   Discuss, consider and take all necessary action to approve minutes of prior meeting(s).

4. Reading and approval of board bills:

   Discuss, consider and take all necessary action to approve receipts, expenditures and payment of bills submitted by the administration.

5. Treasurer's Report

6. Board Committee Reports

7. Administration's Reports

8. Public Comment

9. Action Items

   A. Student Fees Policy:
      i. Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 20__-20__ school year.
      ii. Hold Public Hearing to discuss, consider, and receive input on a proposed Student Fee Policy. The public will be given the opportunity to present information and opinions on a proposed Student Fee Policy.
      iii. Discuss, consider, and take action to adopt a Student Fee Policy and to suspend the two reading policy.

   B. Parental Involvement Policy:
      i. Hold Public Hearing to discuss, consider, and receive input on the Parental Involvement Policy. The public will be given the opportunity to present information and opinions on a proposed Parental Involvement Policy.
      ii. Discuss, consider, and take action to either alter the Parental Involvement Policy and then adopt the policy as altered, or to reaffirm the Parental Involvement Policy.

C. Bullying Policy:
   i. Review bullying policy.
   ii. Discuss, consider, and take action to adopt an amended Bullying Policy, if determined appropriate.

D. Attendance Policy:
   i. Review attendance policy.
   ii. Discuss, consider, and take action to adopt an amended Attendance Policy, if determined appropriate.

E. Multicultural Review:
   i. The administration provided the annual status report to the board of education.
   ii. The board conducted the periodic assessment of the multicultural education program.
   004.01F5

10. Time/Date next meeting

11. Motion to Adjourn

NOTICE:

COPY OF OPEN MEETINGS ACT: The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the wall of the meeting room.

INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:
Getting Started: When it is your turn to speak during the public forum portion of the agenda, please come forward to the table situated immediately in front of the Board, sign your name and address on the sign-in sheet and state your name to the Board of Education.
Time Limit: You may speak only one time and must limit comments to 5 minutes or less.
Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please plan to have first addressed the concerns initially to the administration for consideration. Board members will generally not respond to any questions you ask or comments you may make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at Board meeting.
General Rules: Please remember that this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

BY: DISTRICT OR-1 PUBLIC SCHOOLS

MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF DISTRICT OR-1 PUBLIC SCHOOLS

A meeting of the Board of Education of District OR-1 Public Schools was convened in open and public session on [month/date], 20__, at _:__ p.m. in the [location/address], Nebraska. The roll was called and the following Board members were present or absent:

Present: _____
Absent: _____

Notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

I. Call Meeting to Order. The meeting was duly called to order.

Announcement of Open Meetings Act Posting
At the beginning of this meeting, the Chairperson announced and informed the public that a current copy of the Open Meetings Act is posted on the wall of the meeting room and directed the public to its location.

II. Approval of Agenda. Motion was made by _____and seconded by _____ to approve the agenda as provided. After discussion and on roll call vote, the Board voted as follows:

Voting for: _____.
Voting against: _____.
Not Voting: _____.

The motion carried.

III. Reading and approval of minutes. Motion was made by _____and seconded by _____ to approve the minutes of the regular meeting of the Board of Education held on [insert date of last meeting]. After discussion and on roll call vote, the Board voted as follows:

Voting for: _____.
Voting against: _____.
Not Voting: _____.

The motion carried.

IV. Action Items

A. Student Fees Policy.

i. The administration presented a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 20__-20__ school year.

ii. A public hearing was held to discuss, consider, and receive input on a proposed Student Fee Policy. The public was given the opportunity to present information and opinions on the proposed Student Fee Policy.

iii. Motion was made by _____and seconded by _____ that the Student Fees Policy for the 20__-20__ school year, inclusive of Appendix "1," be adopted and that the two reading policy be suspended for purposes of this action.

After discussion and on roll call vote, the Board voted on the Motion as follows:

Voting for: _____.
Voting against: _____.
Not Voting: _____.

The motion carried.

B. Parental Involvement Policy.

i. A public hearing was held to discuss, consider, and receive input on the Parental Involvement Policy. The public was given the opportunity to present information and opinions on the Parental Involvement Policy.

ii. Motion was made by _____and seconded by _____ that the Board's current Parental Involvement Policy be re-adopted without alteration.

After discussion and on roll call vote, the Board voted on the Motion as follows:

Voting for: _____.
Voting against: _____.
Not Voting: _____.

The motion carried.

C. Bullying Policy.

i. The Bullying Policy was reviewed by the Board. No action was taken.

D. Attendance Policy.

i. The Attendance Policy was reviewed by the Board. No action was taken.

V. Time/Date next meeting. The next meeting of the Board is scheduled for March 13, 2017 20__ at _:__ p.m.

VI. Motion to Adjourn. Motion was made by _____ and seconded by _____ to adjourn the meeting at _____ o'clock p.m. on July __, 20__.

Voting for: _____.
Voting against: _____.
Not Voting: _____.

The motion carried.

The meeting was duly adjourned.

DATED this __ day of _____, 20__.

DISTRICT OR-1 PUBLIC SCHOOLS

BY: _____
President

ATTEST:

_____
Secretary

Students

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: March 13, 2017 Date of Review: July 15, 2019
Date of Review: July 12.2021

Students

Student Fees Policy

The Board of Education of District OR-1 Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "l," which provides further specifics of student fees and materials required of students for the 2019-2020 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extra-curricular activities for the 2019-2020 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the 12th day of July, 2021 the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

_____

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
Neb. Rev. Stat. §79-2104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 13, 2017 Date of Revision: July 15, 2019

Appendix "1" to 2021-2022 Student Fees Policy of District OR-1 Public Schools

Additional Specification of Required Materials and Fees[1]

Program	**General Description of Fee or Material**	**$ Amount of Fee (Anticipated or Maximum)[2] or Specific Material Required**
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to $5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	$50 to $200 per class.

[1] *This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.*

[2] *Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.*

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast (Grades K-6)--$2.05 Lunch (Grades K-6)--$2.70 Milk (Grades K-6)--$ .35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Before/After School Recreation per hour		$2.95
Pre-school per hour		$2.50
Secondary Program	**General Description of Fee** or **Material**	$ **Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast (Grades 7-12)--$2.30 Lunch (Grades 7-12)--$2.80 Milk (Grades 7-12)--$.35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about $35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: $175 to $275
Locker usage	Use of school padlock	$5.00 fee if damaged or not returned at the end of the year.
Technology Insurance	ChromeBooks	$35.00 Student Electronic Device Coverage in the event loss or damages to the device.
Extracurricular and other programs	**General Description of Fee or Material**	$ **Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Athletic Programs		
1. Admission	Spectator fees for admission to events	$5.00 per event maximum. Students may purchase an Activity Ticket for $30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed $20.00 per event.
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to student's physician or clinic.

<table>
<tr><td>3. Equipment and Attire</td><td>Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.</td><td>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:
<table>
<tr><td>Basketball</td><td>No additional</td></tr>
<tr><td>Football</td><td>Mouthpiece</td></tr>
<tr><td>Golf</td><td>Golf bag &clubs</td></tr>
<tr><td>Speech</td><td>Dress attire; copies of research</td></tr>
<tr><td>Track</td><td>No additional</td></tr>
<tr><td>Volleyball</td><td>Volleyball knee pads</td></tr>
<tr><td>Wrestling</td><td>Wrestling head gear</td></tr>
<tr><td>Cheerleading and Flag Team Squads</td><td>Shoes, approved uniforms (top & skirt; jacket), poms and other accessories</td></tr>
</table></td></tr>
<tr><td>4. Travel meals</td><td>Meals</td><td>Students are responsible for their own meals while traveling.</td></tr>
<tr><td>5. Locker use</td><td>Padlock for locker</td><td>$5.00 fee if damaged or not returned at the end of the year.</td></tr>
<tr><td>6. Camps and clinics</td><td>Registration and other costs of camps or clinics</td><td>Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.</td></tr>
<tr><td>7. Athletic Clubs</td><td>Letterman's club and other clubs supporting the athletic program</td><td>Currently no dues required. Annual dues not to exceed $25.00 per club.</td></tr>
</table>

8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to $50.00. For High School Band Students and $10.00 uniform cleaning fee is requested. For Junior High Band Students a $10.00 uniform cleaning fee is requested. For High School Vocal students a $10.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of $130.00
Clubs/Organizations		
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed $50.00 per club.
Future Career/ Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed $50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed $50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed $150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed $50.00 per club.
Dance Team	Uniforms	Uniforms range up to $250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to $600.00. Camp attendance is optional.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to $10.00 per event

3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed $75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed $50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a $5.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be $2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on

		the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Reviewed. 7.12.2021

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT DISTRICT OR-1 PUBLIC SCHOOLS

FEE WAIVER REQUEST

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials or equipment to participate in certain activities. **Specifically, the fee waiver applies to: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities.** Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

The Board's Student Fee Policy states: ***Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.*** To request a fee waiver, or to decline a fee waiver, complete the following:

- ☐ No! I **DO NOT** want a fee waiver for any programs or activities.
- ☐ Yes! I **DO** want a fee waiver. I request a fee waiver for the following (Note: Please describe the fee waiver, materials, or equipment requested, and the activity or course; failure to make timely request for a fee waiver for any fees, equipment, material, or instrument not listed may result in a fee waiver not being provided):

Student Name: _____ Student Number: _____

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

_____

_____

_____

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

_____

_____

_____

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

_____

_____

_____

Parent/Guardian Signature: _____ Date: _____

Principal/Designee Signature: _____ Date: _____

This form is to be returned to the Principal/Designee.

SHARING INFORMATION CONSENT

To save you time and effort, the information you gave on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify. **For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced price meals.**

- ☐ No! I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.

- ☐ Yes! I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Child's Name:_____ School:_____

Student Identification Number: _____

Printed Name:_____

Address:_____

Parent/Guardian Signature:_____ Date:_____

For more information, you may call your school Principal.

Original to Superintendent

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student's free and reduced lunch status. The School will also review the items on the Application to insure consistency with the School Board's policy. The fee waived items for your student are covered by the district as long as your student is actively participating in fund raising (where applicable), and contributing to their activity.

School Wellness Policy

District OR-1 is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

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

2. Goals for Physical Activity

The district will promote healthy physical activity choices for all students.

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

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

The district will provide healthy facilities and promote collaboration among partner entities for the wellness of all students.

- The district will participate in state and federal child nutrition programs as appropriate.
- The district will provide professional development, support, and resources for staff about student wellness.
- Students will be provided sufficient time in which to eat school-provided meals.
- The district's lunchrooms will be attractive and well-lighted.
- The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

- The district may partner with other individuals or entities in the community to support the implementation of this policy.
- The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- The district will use evidence-based strategies to develop, structure, and support student wellness.

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

The district will promote healthy food choices for all students.

- The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

    - USDA National School Lunch and School Breakfast nutrition standards
    - USDA Smart Snacks in School nutrition standards.

- The district will offer students a variety of age-appropriate, healthy food and beverage selections, which may include fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

- To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

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

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district will discourage the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

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

- This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

- The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

- All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

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

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

The district will regulate sales of food not meeting nutrition standards to facilitate healthy food choices for all students.

- Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.

- Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:

    - It shall not be sold in competition with school meals in the food service area during the meal service.
    - It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
    - The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
    - This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting

events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

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

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

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

10. Public Notice

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

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

11. Recordkeeping

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

12. Operational Responsibility

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

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

Date of Adoption: June 13, 2017
Date of Review: July 12.2021

Students

Homeless Students

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

"School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

"Homeless children and youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

"Unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

   To overcome the presumption that a child or youth should remain in his/her school

of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;

2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and

3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by

law and this policy;

3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;

4. Ensure that homeless children and youths:

   a. Are enrolled in school which includes attending classes and participating fully in school activities;

   b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;

   c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.

   d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.

5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.

2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from

the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference: Neb. Rev. Stat. § 79-215
Nebraska Department of Education Rule 19
McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.
Every Student Succeeds Act

Date of Adoption: June 12, 2017
Date of Review: July 12.2021

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: _____ Birth Date:_____ Grade_____
(Last Name) (First Name) (M.I.)

Parent/Guardian Name_____ Unaccompanied Youth_____
(Last Name) (First Name) (M.I.) ("Yes" or "No")

Current Address _____

Telephone Number:_____
(If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status
   a. Do you live in any of these following situations?

   ____ sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
   ____ in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
   ____ in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
   ____ have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
   ____ in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
   ____ None of the above.

   b. How long do you anticipate living in current location? _____

2. School Most Recently Attended
   School: _____
   (School Name) (City) (State)
   Dates of Attendance:_____ to _____
   Grade level when last attended: _____

3. Eligible for any of these educational and school related activities and services?
   □ Special Education (IDEA) If yes, please identify disability and special education services previously provided :_____
   _____

□ English Language Learners (ELL) □ Gifted □ Vocational Education
□ Other_____

4. Possible Barriers to Education
□ No Birth Certificate □ No immunizations or other medical records
□ No School Records □ Transportation □ School Selection
□ Other issues/barriers_____

5. Requested Services and Activities to be Provided by Homeless Student Program
□ Obtaining or transferring records necessary for enrollment
□ Emergency assistance related to school attendance
□ Expedited evaluations
□ Transportation □ Clothing to meet a school requirement □ School supplies
□ Early childhood program □ Tutoring or other instructional support
□ Before/after-school, mentoring, summer programs
□ Referrals for medical, dental, or other health services
□ Referral to other programs/services
□ Assistance with participation in school programs
□ Parent education related to rights/resources
□ Coordination between schools and agencies
□ Counseling □ Addressing needs related to domestic violence
□ Staff professional development/awareness
□ Other _____

6. Placement
a. School placement requested by parent/guardian or unaccompanied youth:
_____
b. Reason(s) for Request: _____
_____
c. Name of "School of Origin"_____
(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).
Enrollment Date_____
Has student been withdrawn?_____
If so, what was the withdraw date?_____
d. Distance from:
i. Residence to the school of origin (miles): _____
ii. Residence to the school requested (if not school of origin): _____

_____ _____
Parent or Guardian or Unaccompanied Youth's signature Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

WRITTEN NOTIFICATION OF
ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:
Parent/Guardian _____Unaccompanied Youth_____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:
_____ Child does not qualify under the homeless student program.
_____ Child qualifies under the homeless student program. This determination was based upon: _____
_____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)
Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____
_____
_____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:
- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the Nebraska Commissioner of Education
  Nebraska Department of Education
  matt.blomstedt@nebraska.gov
  Telephone: (402) 471-5020
- You may seek the assistance of advocates or attorneys.

_____ _____
Administrator Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____
_____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____
_____
_____
_____

Persons who have information to support my position (include contact information):
_____
_____

I request that the following action be taken on this dispute: _____
_____

_____ _____
Parent or Guardian or Unaccompanied Youth's signature Date

----------For School Use----------

Date received by Homeless Coordinator _____

----------Determination of Homeless Coordinator----------

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____Unaccompanied Youth_____
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:
_____
_____

Explanation for this determination: _____
_____
_____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact:

Nebraska Commissioner of Education
Nebraska Department of Education
matt.blomstedt@nebraska.gov
Telephone: (402) 471-5020

_____ _____
Administrator Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

Form Revised June 11, 2018

Students

Student Privacy Protection Policy

It is the policy of District OR-1 Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties

Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive

The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

C. Right of Parents to Inspect Instructional Materials

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

E. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a

student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);

2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and

3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent

opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7 Religious practices, affiliations, or beliefs of the students or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Legal Authorities: Every Student Succeeds Act
Protection of Pupil Privacy Amendment, 20 U.S.C. Sec. 1232h and 34 CFR Part 98;
Family Educational Rights and Privacy Act, 20 U.S.C. Sec.1232g;
Neb. Rev. Stat. Sec. 79-530 to 79-533

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Students

Dating Violence

District OR-1 Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

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

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

Legal Reference: Neb. Rev. Stat. §§ 79-2139 to 79-2142

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Students

Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at District OR-1 Public Schools.

1. Definitions

A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.

B. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

2. Physical Restraint

A. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:

- To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
    - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
    - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
- To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in

circumstances where the student is unable to be moved or removed without the use of physical restraint; and

- In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

C. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

D. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;

- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;

- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;

- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;

- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and

- Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

3. Seclusion

A. When Seclusion May be Used. Seclusion may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;

- When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;

- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and

- The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

C. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

D. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

4. Documentation and Evaluation

A. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

B. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.

C. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The parent or guardian shall be informed of the date of the

incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

D. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:

- A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
- The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
- The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

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Students

Pregnant and Parenting Students

District OR-1 Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other

than a bathroom or closet that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

Legal Reference: Neb. Rev. Stat. §§ 79-2149 to 79-2152; 79-2,114 to 79-2,124 (Nebraska Equal Opportunity in Education Act); 20 USC §1681 (Title IX); 34 C.F.R. §106.40 (Title IX)

Cross-Reference: Non-discrimination policies

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Students

Bus Transportation

Regular bus transportation shall be provided to designated stops on bus routes, outside city limits, within the school district. Occasional exceptions to regular bus schedules shall require prior administrative approval.

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Students

Use of School Buses

District OR-1 Public Schools may provide transportation for instructional purposes and for school sponsored activities, organizations, and groups. The district shall not operate as a "Carrier for Hire".

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Students

Special Education Transportation

Bus transportation shall be provided for students to facilities where they may receive instruction to the extent required by law. The State of Nebraska provides funding for such transportation. Arrangements will be made through the superintendent and administrators in the receiving institution.

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Students

Safe Pupil Transportation Plan

The Superintendent or designee shall develop a safe pupil transportation plan to address student safety which addresses the following:

- Weapons;
- Pupil Behavior;
- Terroristic Threats
- Severe Weather;
- Hazardous Materials;
- Medical emergencies;
- Driver/passenger procedures in the event of mechanical breakdowns of the vehicle;
- Procedures in the event the drop-off location is uncertain or appears unsafe to leave students; and,
- A procedure that requires pupil transportation vehicle operators to document and submit to designated school authorities the occurrence of any events covered by the Safe Pupil Transportation Plan that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it.

A copy of the plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request.

Legal Reference: Neb. Rev. Stat. Sec. 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapter 91

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Students

Safe Pupil Transportation Plan

District OR-1 Public Schools Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in vehicles on regular routes assigned through the district transportation plan.

1. **Weapons**- Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a vehicle, the driver will make every attempt to:

A. Contact dispatch and notify them of the situation ***if possible.*** If not possible, the driver will make every attempt to contact from a cell phone (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
B. Pull vehicle over to safe and secure area.
C. Confiscate weapon (if doing so does not jeopardize student or driver safety).
D. Give description of weapon and participating parties to dispatch.
E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. **Pupil behavior**- Students are expected to follow student conduct rules while in a vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student violates Board policy regarding student conduct standards or otherwise engages in behavior that jeopardizes safety, the driver will make every attempt to:

A. First seek to resolve incident through discussion with the student(s) involved.
B. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
C. Activate emergency flashers.
D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.

E. Report and document discipline problems to the school administrator. Use a Bus Conduct Report/Incident Form, if available.

3. Terrorist threats- A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or the vehicle or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

A. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
D. Driver should wait for instructions from dispatch ***if possible***.

4. Severe weather- Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

A. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
B. Return to the school if less than five minutes away and follow the directions of the school administrator.
C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. Hazardous materials and Unattended Items-Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

A. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
B. Pull vehicle over to safe and secure area.
C. Give description of hazardous materials in question to dispatch.
D. Dispatch will immediately notify appropriate law enforcement and school administration.
E. Driver should wait for instructions from dispatch ***if possible***.

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention to the task of operating the vehicle.

6. Medical emergencies- Upon becoming aware of a medical emergency aboard a vehicle, the driver will make every attempt to:

A. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
B. Dispatch will immediately notify appropriate medical agencies and school administration.
C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
D. ***Only if necessary,*** the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
E. Driver should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle- Upon becoming aware of a mechanical breakdown aboard a vehicle, the driver will make every attempt to:

A. Pull vehicle over to safe and secure area ***if possible***.
B. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
D. Driver should try to keep student passengers as calm as possible.
E. Dispatch will arrange for assistance and a relief vehicle ***if needed***.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

A. Contact or otherwise communicate with dispatch to notify them of the situation ***if possible***.
B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.

C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

12. Vehicle drivers of small vehicles on activity trips. The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this Plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.

13. Student Instruction. At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.

14. Driver Capacity. To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation training; and (d) if required, to have a Commercial Driver's License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent's designee will work with the driver to confirm a drivers' ability to conduct the daily tasks and emergency evacuations prior to transporting students.

Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapters 91 and 92

Date of Adoption: March 13, 2017 Date of Revision: August 12, 2019
Date of Review: July 12.2021

Students

Asthma and Allergic Reaction Protocol

This is a required policy under NDE Rule 59.

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

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

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

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol. Information about the waiver shall be provided to parents in the student handbook.

Legal Reference: NDE Rule 59.006

Cross Reference: Policies on Administration of Medication to Students

Date of Adoption: March 13, 2017
Date of Review: July 12.2021

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

District OR-1 Public School District

Student Name:_____ Date of Birth:_____

School:_____ Grade:_____

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

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

DATED:_____

_____
Signature of Parent/Guardian/Custodian

DATED:_____

_____
Signature of Physician

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

ASTHMA AND ALLERGIC REACTION PROTOCOL

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an *acute episode of worsening airflow obstruction. Immediate action and monitoring are* necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR**. Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

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

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

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

EMERGENCY PROTOCOL:

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

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS: Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds. Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back Administer CPR, if indicated.

_____ _____
(PHYSICIAN) Date (PHYSICIAN) Date

_____ _____
(PHYSICIAN) Date (PHYSICIAN) Date

2024-2025
TEACHER (CERTIFIED STAFF) HANDBOOK
PALMYRA DISTRICT OR-1

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District OR-1 Teacher Handbook
2024-2025 School Year

FOREWORD

Section 1: **Intent of Handbook**

Welcome to District OR-1! This handbook is intended to be used by teachers and other certificated staff to provide general information about District OR-1 and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the District OR-1 and the District OR-1 Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the **2024-2025** and subsequent school years unless replaced by a later edition.

Section 2: **Information About District OR-1**

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. Until this year, the Jr.-Sr. High School in Palmyra housed students in grades 6-12 and the Bennet Elementary School housed students in grades PreK-5. Beginning with the 2023-2024 school year, sixth grade students will also be attending school at the Palmyra Site. This change was precipitated by the increased student enrollment at Bennet Elementary and building space limitations at the elementary. For 2023-2024 and beyond, the Palmyra building will be grades (6-12) and the elementary site at Bennet will be grades (Pre-K - 5).

Foreword

Students attending the schools of District OR-1 come from the communities of Bennet, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

The student population has grown at a rapid rate over the last several years to a projected enrollment of 705 students (district wide) for the 2023-2024 school year. With the southeastern expansion of the city of Lincoln and the construction of the South Beltway, growth in the student population in the next few years is projected to continue at a steady rate.

The total valuation of District OR-1 has increased for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of the city. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have recently been platted and are under development.

Section 3: **School Mission Statement**
The mission of District OR-1 is "Together, we prepare our students to successfully meet the challenges of the future". Our governing principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learnings and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and support staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach

the student outcomes identified above;

- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
    - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learnings in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
    - Is appropriate for the developmental level of the students;
    - Addresses diverse learning needs;
    - Instills a passion for learning and the importance of life-long learning;
    - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
    - Develops expected work ethics, as well as group participation and leadership skills;
    - Incorporates character education and multicultural education, including respect for diversity;
    - Provides for application of technology in all learning areas;
    - Provides access to advanced courses; and
    - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
    - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
    - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and

Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 4: **Members of the Board of Education**

Name	Contact Information
Dean Busch	deanbusch4or1@gmail.com
Jaimi Calfee - Vice President	moebabbs@aol.com
Tim Cheney	tcheneyor1@gmail.com
Brandon Desh - President	deshfor1@gmail.com

Dee Moore	moore4or1@gmail.com
Josh Penterman	pentermanor1@gmail.com

Section 5: **Administrative Staff**

Name	Position
Michael Hart	Superintendent
Jared Haag	Elementary Principal
Heath Johnson	Secondary Principal
Linde Walter	Director of Student Services
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Taylor Black	Elementary	Pre-School
Brittany Eisenhauer	Elementary	Pre-School
Casandra Hohensee	Elementary	Pre-School/Sped Teacher
Rebecca Dvorak	Elementary	K
Angela Nitzsche	Elementary	K
Carrie Wusk	Elementary	K
Rachel Greenfield	Elementary	1

Kristi Field	Elementary	1
Rachael Petska	Elementary	1
Gina Christensen	Elementary	2
Caitlin Peterson	Elementary	2
Taylor Schaller	Elementary	2
Katie Anderson	Elementary	3
Caroline Reed	Elementary	3
Dana Christensen	Elementary	3
Dominique Dowding	Elementary	4
Stacy Sullivan	Elementary	4
Braston Maibaum	Elementary	4
Thomas McChristian	Elementary	5
Jennifer Borg	Elementary	5
Payton Partida	Elementary	5
Abigail Swartzendruber	Title I	K-5
Jennifer Hanger	Technology	K-5
Zachary Wemhoff	Physical Education	K-5
Chrissy Garris	Art and Learning Loss	K-5
Brianne Lahmon	Special Education	Pre-K-5

Abby Eastep	Special Education	K-5
Karen Redd	Special Education	K-12
Ann Fritsch	Special Education	K-12
Austin Lahmon	Guidance Counselor	K-5
Beth McCreight	Vocal Music	K-12
John Furrow	Instrumental Music	5-12
Burke Brown	Technology Director	K-12
Kloreace Linke	School Psychologist	K-12
Matt Smidt	Media Specialist	K-12
Amy Buchanan	Speech Pathology	K-12
Jiree Wilson	Speech Pathology	K-12
Emily Buddenberg	Speech Language/Deaf Ed.	PK-12
Amanda Malone	Jr. - Sr. High School	6
Mikayla Batman	Jr. - Sr. High School	6
Cody Pester	Jr. - Sr. High School	6
Jacob Weiseler	English	7-12
Ryan Pollock	English	7-12
Julie Hendricks	English	7-12
Michelle Paxton	Family & Consumer Science	7-12

Grant Fritsch	Industrial Technology	7-12
Liz Beach	AG	7-12
Andrew Weils	Math	7-12
Jordan Springer	Math	7-12
Jonna Pester	Math	7-12
Madison Hanau	Science	7-12
Jon Davenport	Science	7-12
Mark James	Science	7-12
Andrew Conn	Business Education	7-12
Travis Reed	Social Studies	7-12
Mark Kotik	Social Studies	7-12
Jeff Panko	Social Studies	7-12
Rebecca Gill Rose	Spanish	7-12
Jennifer Ferretti	Special Education	6-12
Karen Redd	Special Education	6-12
Jennifer Whyman	Special Education	6-12
Jordan Linke	Physical Education	7-12
Taylor Baumert	Physical Education / Social Studies	7-12

Sarah Swartzendruber	Art	6-12
Kori Vodicka	Counselor	6-12
Lisa Dowding	Sped Teacher	ASPIRE Academy

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Steve Robb		Bus Driver
Clayton Maahs		Bus Driver
Ted Cisneros		Bus Driver
Randy David		Bus Driver
Vicki Hillman		Bus Driver
Todd Calfee		Bus Driver
Glen Steffensmier		Bus Driver
Randy Holdsworth		Bus Driver
	K-12	Occupational Therapist
Lisa Phillips	District Office	Business Manager
Cassie Wemhoff	District Office	Payroll/HR
Jane Powell	Jr.-Sr. High School	Main Office Secretary
Kristi Norman	Elementary	Mian Office Secretary
Christine Wilson	Elementary/Jr.-Sr. High School	Nurse
Kent Malone	Maintenance/ Facilities Director	K-12
Steve Meyer	Jr.-Sr. High School	Custodial

Ted Cisneros	Jr.-Sr. High School	Custodial
Scott Willeford	Elementary	Custodial
	Jr.-Sr. High School	Substitute Teacher
Emily Purvis	Elementary	Sign Language Interpreter
Kim Hartwick	Preschool	Paraeducator
Karis King	Preschool	Paraeducator
	Preschool	Paraeducator
Chelsey Georges	Preschool	Paraeducator
Lisa Stedman	Elementary	Paraeducator
Meghan Stephens	Elementary	Paraeducator
Erin Watson	Elementary	Paraeducator
	Elementary	Paraeducator
	Elementary	Paraeducator
Kaleb Kempkes	Elementary	Paraeducator
Lacey Tyndall	Elementary	Paraeducator/REC
Selina Hiett	Elementary	ASPIRE Paraeducator/Substitute
Shonna Rulla	Elementary	REC Supervisor
Kelly Jones	Elementary	Library Paraeducator

Carolyn Smith	K-12	Food Service Director
Dona Balderson	Jr.-Sr. High School	HS Kitchen Supervisor
TBD	Jr.-Sr. High School	Food Service
TBD	Jr.-Sr. High School	Food Service
TBD	Jr.-Sr. High School	Food Service
TBD	Elementary	Food Service
Dewaine Knutson	Elementary	Food Service
TBD	Elementary	Food Service
TBD	Elementary	Food Service

*** For other staff contacts, please visit the school's webpage.**

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 **School Calendar**

District OR-1 Public Schools

2024-2025 School Calendar *(updated with 8/12/24 start and 5/22/25 last day)*

(402) 782-3535 - Bennet Elementary (402) 780-5327 - Jr.-Sr. High School

Board Approved: 7/11/2024

August 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5-9	Staff Development - No School for students
12	Start of Fall Practices
12	First Day of School for Students (K-12)
13	Preschool First Day of School

20 - Teacher days
15 - Student days
20 staff and 15 student days

September 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2	Labor Day - No School
24	Early Dismissal - 1:00pm / PT Conferences 2-8pm
25	Staff Development - No School for Students

20 - Teacher Days
19 - Student Days
40 staff and 34 student days

October 2024

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11	End of First Quarter
14	Start of Second Quarter
17	Staff Development - No School for students
18-21	Fall Break - No School

21 - Teacher Days
20 - Student Days
61 staff and 54 student days

November 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18	Start of Winter Practices
19	Staff Development - No School for students / ECNC One Act
27-29	Thanksgiving Break - No School

18 - Teacher Days
17 - Student Days
79 staff and 71 student days

December 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20	End of Second Quarter - Early Dismissal 1:00pm
23-31	Winter Vacation - No School
22-26	Five day moratorium period est. by NSAA

15 - Teacher Days
15 - Student Days
First Semester: 94 Staff and 86 Student Days

January 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3	Winter Vacation - No School
6	Staff Development - No School for students
20	Martin Luther King Day - No School

19 - Teacher Days
18 - Student Days
Second Semester Days: 19 Teacher Days / 18 Student Days

February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

4	Early Dismissal - 1:00pm / PT Conferences 2-8pm
5	Staff Development - No School for students
14-17	Winter Break - No School

18 - Teacher Days
17 - Student Days
Second Semester: 37 Staff and 35 Student Days

March 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3	Spring Practices Begin
6	End of Third Quarter
7	Spring Break - No School
10	Start of Fourth Quarter
14	Spring Break - No School
31	Staff Development - No school for students / MUDECAS Music Host

19 - Teacher Days
18 - Student Days
Second Semester: 56 Staff and 53 Student Days

April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17-21	Easter Break - No School

19 - Teacher Days
19 - Student Days
Second Semester: 75 Staff and 72 Student Days

May 2025

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9	Staff Development - No School for students / ECNC Track Host
10	High School Graduation
20	Elementary End of 2nd Semester Reg Dismissal
21	End of 2nd Semester - 1:00pm Dismissal for grades 5-12 / No school K-5
22	Last Day for Certified Staff
26	Memorial Day

16 - Teacher Days
14 - Student Days
Second Semester: 91 Staff and 86 Student Days

June 2025

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Summer Enrichment dates are tentative and subject to change

July 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Board Approved: 1/10/2024
Updated: 7/11/2024

Teacher Days: 185
Student Days: 172

- No School Days for Staff
- Staff Development Day for Staff: No School for Students
- 1:00 p.m. Early Dismissal for all students
- Bennet Elementary Last Day of School
- First Day of School for K-12
- First Day of School for Preschool Students
- High School Graduation

Section 2 **Daily Schedule**

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 9:05
Period 2	9:08 – 9:58
Period 3	10:01 – 10:51
Period 4	10:54 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:51
Period 7	1:55 – 2:44
Period 8	2:47 – 3:41

Section 3 **Shortened Schedule**

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 8:48
Period 2	8:51 – 9:24
Period 3	9:27 – 9:59
Period 7	10:02 – 10:34
Period 8	10:37 – 11:09
Period 4	11:12 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:33

Section 4 **Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

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

Emergency Conditions. District OR-1 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 5 **Contract Days**

Teachers are contracted for 185 contract days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 6 **Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 1 - School Calendar and Schedules

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 **Employment**
A teacher is employed by District OR-1 when the teacher signs the teacher's contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment of termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.

Section 2 **Assignments**
The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular

the program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 **Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 4 **Grievances and Complaints**

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 **Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule **on or before September 1** of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such a school year.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6 **Extended Duty Pay**
Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at the agreed schedule placement on a per diem basis for such teacher's extended time.

Section 7 **Benefits**
Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections **by September 1** of each school year. Should a teacher fail to make such an election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8 **Payroll and Payroll Deductions**
Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9 **Expense Reimbursement**
Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the

Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 10 **403(b) Salary Reduction Agreements**
The District has suspended participation in investment programs under Internal Revenue Code Section 403(b).

Section 11 **Overtime**
Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "B" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1 1⁄2 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test

for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Paid Leaves

1. *Paid Leaves Available*. District OR-1 makes the following forms of paid leaves available to certificated employees: Sick Leave, Bereavement Leave and Personal Leave.

2. *Nature of Paid Leave*. Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.

3. *Leave Year*. The leave year for paid leaves is the District's fiscal year.

4. *Leave Days*. Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.

5. *Carry-over and Accumulation*. Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days.
6. The school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days in a leave year.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave
Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 185^{th} of total salary and fringe benefits.

Section 3 Unpaid Leaves
District OR-1 complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Discretionary Leave of Absence
An employee may apply to the Board for a leave of absence from duties. The Board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

Section 4 Jury Duty Leave
An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The school district may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Legal Reference:	§ 25-1640

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program. This program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem. The Employee Assistance Program can address a wide range of problems.

Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee. The "EAP" programs provide confidential, short-term counseling for staff, and their dependents at no cost in most cases. Staff and eligible family members may make an appointment by contacting the provider. Contact information is available in staff work rooms or upon request.

Section 5 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with

equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of District OR-1 within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District

must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Michael Hart, Superintendent at (402) 780-5327.

Section 6 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166 Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333;20 CFR Part 1002 (USERRA)

Section 7 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	§ 48-234

Section 8 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the school district, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the school district is not an opposing party in the legal matter.

Section 9 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty before 6 p.m.
When voting leave is available, an employee will be entitled to be absent from work on Election Day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Legal Reference:	§ 32-922

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 **Hours of Work & Meetings**
Regular, dependable attendance at work is an essential function of a teacher's employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Certified staff are contracted for 185 days in alignment with the current school district calendar. Schools have differing starting and ending times for the student day. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet district requirements and negotiated agreement parameters. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on the playground, lunchroom, bus duty and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2 **Arrival to Duty Assignments**
Full-time teachers have a designated on-site work day. Elementary school teachers are to be in the building no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM. Secondary school teachers are to be in the building by no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM.

Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3 **Leaving School**

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reasons of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 **Lesson Plans**

Teachers will prepare written lesson plans which cover at least three days of advance instruction. The plans must be in the plan book. Please keep the plan book, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plan book should be kept in a place in which the plan book will be readily available in the teacher's absence.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 **Daily Class Record Books**

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class record book (sometimes referred to as the grade book). This class record book must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
2. The name and date of entry for each student who enrolls after the semester opens.

3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester—dropouts or early withdrawals.
4. A complete record of the attendance of each student enrolled showing:
    A. Days on which the student was tardy.
    B. Days on which the student was absent, with a differentiation between excused and unexcused absences.
5. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you test frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to District OR-1 and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

Section 6 **Classroom and School Procedures**

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Bulletin Boards
   Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards should be changed periodically during each school year.

2. Text Book and Room Inventory
   All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

3. Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during instructional time. Teachers may have cell phones on their person or in close proximity during the school day, but the phones should be on silent mode to reduce distractions.

Teachers are not to use wireless cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, and other organizational tasks as assigned. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

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

5. Checking Out of Equipment
   All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.

6. Requisition of Equipment and Supplies
   Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

7. E-mail

Each teacher will be assigned a school email address for purposes of intra-school and inter-school email correspondence. Teachers should check for email throughout the day, and should timely respond to emails which require a response, but should avoid checking and responding to emails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

8. Teacher Mailbox
Each teacher will be assigned a mailbox located in the office or work room. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communications regarding school business.

9. Teachers Meetings
Teachers' meetings will be held as deemed appropriate. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

10. Classroom Environment
At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner

Section 7 **Supervision of Students**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking

with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at District OR-1. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. **Proper Instructions**

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

3. **Proper Maintenance of Buildings, Grounds, and Equipment**

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 **Managing Student Conduct**

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

Article 4 – Duties and Responsibilities

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.

2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.

3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."

4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.

5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.

6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.

7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.

8. Read and understand the student handbook and the student conduct rules of the District.

9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

10. Violations of student rules which are also violations of state law are required to be

reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 **Dispensing Medication**

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10 **Reporting Child Abuse**

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

Section 11 Curriculum – Assessments

1. State Assessments.

District OR-1 has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.

   i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.

   ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using "test banks." For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

   It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student's knowledge, and not simply test preparation.

   i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to "teach to the test" by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. "Cramming" assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.

   ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.

ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.

iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.

e. Assistance During Assessments.

i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).

ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.

f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make

sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 **Professional Ethics Standards**

District OR-1 expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

B. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities.
C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
F. Shall not sexually harass students, parents or school patrons, employees, or board members.
G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:
Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
In fulfillment of the obligation to the student, the educator:
A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:
The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.
In fulfillment of the obligation to the public, the educator:

A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:
In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.
In fulfillment of the obligation to the profession, the educator:

A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:
The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.
In fulfillment of the obligation to professional employment practices, the educator:

A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.

B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
C. Shall give prompt notice to the employer of any change in availability of service.
D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
F. Shall permit no commercial or personal exploitation of his or her professional position.
G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 **Evaluations**

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 **Role Model**

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

A. Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
   a. The maximum penalty for the crime equals or exceeds six months incarceration;
   b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
   c. Conviction would impact performance of employee's job responsibilities, including offenses that:
      i. Would impact the responsibility to be a role model for students or relations with other employees of District OR-1;
      ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
      iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.

d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of District OR-1, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

   Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

B. Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with District OR-1. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such

interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

C. Visitors to Employees

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on District OR-1' property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

D. Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference:	§§ 71-5716 to 71-5734
Date of Adoption:	

E. Complaints or Concerns of Employees

Employees are to inform District OR-1 of any complaints or concerns about the operations of District OR-1 using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of District OR-1 and a duty of all of the District's employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position,

(2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All employee official communications must be accurate, demonstrate sound judgment, and promote District OR-1' mission. Employees must ensure that all applicable laws and regulations are followed by District OR-1 and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of District OR-1.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

District OR-1 will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Administrator or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 4 **Relationships**

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and classified staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or

supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct
Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of drugs or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;
- Inviting or allowing students to visit the staff member's home;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health

and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 5 **Professional Attire**

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 **Private Tutoring**

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 **Outside Employment**

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8 **Safe Transportation**

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Instagram, Tik Tok, Snapchat, Twitter, Meta, YouTube, blogs, wikis, social bookmarking, document sharing and email.

District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee. While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community. Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and consideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employees ability to serve as a role model for children.

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The District OR-1 Board of Education is committed to providing a quality education for all District OR-1 students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards.

Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades. Each teacher shall record grades in the Daily Class Record. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades

for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in grades **6-12** are as follows:

A	94 - 100	Excellent
B	85 - 93	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
F	Below 70	No Credit
INC	Incomplete	No Credit

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best

interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into District OR-1 at the 15 to 18 week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Parent –Teacher Communication. Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference.

Commendation Reports. In an attempt to improve relations between the school and home, staff are asked to contact parents with positive progress reports, regarding students who are doing exceptionally well in school as well as those who are performing poorly. Too frequently parents are contacted only when there is something negative to report.

Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a student planner where necessary as a communication tool. Certified staff who may need additional support in communicating with parents should contact their building principal or guidance counselor.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are made available to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire 18 weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes

should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is

essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are made available to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Mid-Quarter Progress Reports To Parents. Mid-quarter progress reports are prepared at or near the middle of the fourth and the thirteenth weeks of each semester. These reports will be mailed to all parents.

Section 5 **Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school current school year is as established by the adopted school calendar:

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 **Drug-Free Workplace**

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
8. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Teachers have access to the District’s computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

Article 7 - Use of School Facilities and Equipment

In using the computers and the Internet, teachers are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, etc. that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.

14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Section 5 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 6 **Care of School Property**

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If

you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 **Use of Telephone**
Personal calls using school shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 8 **Visitors**
Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 9 **Salespersons**
Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10 **Security of Desks and Lockers**
Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 **Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 12 **Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 13 **Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and

research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Teachers should seek assistance from administration if there are any questions regarding what may be copied.

Lost and Found
Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 **Safety**
Safety Program and Safety Committee
The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices
Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).

3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles

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

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, Missouri 64106
(816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix "D" to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: District OR-1, 425 F Street, P.O. Box 130, Palmyra, Nebraska 68418, (402) 780-5327.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	High School Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

District OR-1 hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: District OR-1 is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, District OR-1 will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race,

color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

<u>Complaint and Grievance Procedures</u>

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent

of District OR-1. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in

connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and family members and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

At the beginning of each school year, upon the request of a parent, if the District receives Title I funding, the District will notify the parent of information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

(A) Whether the student's teacher—

(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(iii) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Section 8 Student Privacy Protection

Federal law requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these

provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents and family members the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
    1. Political affiliations or beliefs of the student or the student's parent;
    2. Mental or psychological problems of the student or the student's parent;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating or demeaning behavior;
    5. Critical appraisals of other individuals with whom the student has close family relationships;
    6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    7. Religious practices, affiliations, or beliefs of the students or the student's parent;
    8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents and family members upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9 Parental and Family Involvement

<u>General - Parental/Community Involvement in Schools</u>

The District's policy is to welcome parental and family involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents and family members timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;

3. permit parents and family members access to their child's records according to law and school policy;
4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents and family members to express their concerns, share their ideas and advocate for their child's education.

Title I Parental and Family Involvement

The District has a separate policy established pursuant to federal law relating to parental and family involvement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children have been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental and family involvement policy. Employees are expected to comply with the Title I parental and family involvement policy.

Section 10 Homeless Students

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996

(HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

RECEIPT OF 2024-2025 TEACHER (CERTIFIED STAFF) HANDBOOK OF DISTRICT OR-1

This signed receipt acknowledges receipt of the **2024-2025** Teacher (Certified Staff) Handbook of District OR-1. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date:_____

_____
Printed Name

_____
Teacher's Signature

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

District OR-1 Guidance for Field Trips and Extended Co-Curricular Trips
Updated: June 10, 2022

Please Note: This information will be included in the staff handbooks and this information will be covered with coaches at the beginning of each school year or sports season.

- Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a "case by case" basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only District OR-1 students may participate and the discipline code, and rules and regulations of the school district shall be in effect from the departure until return.

EDUCATIONAL SCHOOL-SPONSORED FIELD TRIPS:

- Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum related. Permission slips are not needed unless the field trip is an overnight or out-of-state trip as parental permission for day field trips is signed at the time of student registration.

ACTIVITIES BEYOND THE STATE LEVEL OF COMPETITION:

- The school district will not fund competitive or participatory activities for students beyond the level of state competition without approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, the participating organization and the district will collaborate about cost sharing. Examples of activities beyond the State level of competition or participation may include career or technical competitions, National Quiz Bowl, National Mock Trial, National FCCLA, National FFA, etc. These costs may include transportation, room and board, cost of substitutes and all additional expenses deemed appropriate by the Superintendent or designee.
- In order to avoid unexpected financial burden to families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

OUT-OF-STATE, OVERNIGHT AND CO-CURRICULAR FIELD TRIPS

- Out-of–State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the High School Principal and Activities Director. All student groups requesting travel must file an extended Field Trip Request

Form with the building prior to anticipated travel. Such a form must be approved by the Principal and Activities Director before parents and students are notified. In authorizing such extended field trips, the Principal and Activities Director shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;
- The overall financial plan including the cost and who will bear the cost, how the funds will be raised and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors.

The Superintendent or designee shall inform the Board of all approved out-of-state, overnight or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

TRIPS NOT SPONSORED BY THE SCHOOL DISTRICT:

- District OR-1 Public Schools are not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school sponsored has the responsibility to clearly communicate in all meetings, publications and postings, that the school district is not responsible for the trip.
- A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, and the field trip does not occur during school hours. Examples of non-school sponsored trips include international trips arranged by a travel company using school district staff to help arrange the trip, international trips arranged by a teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out–of-state or international trips for band or orchestra students that are arranged by a booster club.
- All arrangements for such trips, including cost, travel, supervision, safety and rules are the responsibility of the group or person making the trip available to the students or staff. District OR-1 Public Schools have no responsibility for such trips. Any questions regarding whether a trip is school sponsored should be referred to the Principal or Activities Director.

Updated: June 10, 2022

District OR-1: Bus Request / Field Trip Form

This form should be completed for all field trips.

Initial Date of Request:	**Trip Departure Date and Time:**
Teacher/ Sponsor Contact Information:	**Grade/Subject/ Activity Area:**

Trip Destination Name, Address, Phone Number:

Departure time from: Circle One Bennet Elementary/ Palmyra	**Departure time from Field Trip Location:**
Number of Adults and Names of Adults Attending:	**Number of Students and Names of Students Attending:**

Destination Special Instructions:

Teacher / Sponsor cell phone #:	**Parent permission slips on file: Yes No**
Trip Sponsor Signature:	**Administrator's Signature:**
Approved	**Denied**

Email/ scan or hand deliver copies to:

- Building Principal
- Activities Director:
- Food Service Director: (if school meals are needed for the activity)
- Specials/Resource Teacher
- School Secretary
- School Nurse

District OR-1 Extended Field Trip Request Form

Sponsors should complete this form when requesting an extended field trip. Please note: This is longer than a day trip.

1. Provide a description of the trip, including title, destination, and how it relates to the curriculum and way in which curriculum benefits:

2. Who will be participating (e.g. team members, club members, etc.)?

3. Anticipated number of students:

4. Sponsors: Names, addresses, phone numbers

5. Describe any costs to sponsors:

6. Cost per student: (Provide breakdown costs for transportation, lodging, registration, etc.)

7. What costs are students responsible for?

8. What provisions have been made for students who cannot afford to participate?

9. Tour or travel agency, if applicable (attach copy of the contract):

10. Itinerary: attach dates, times, cities, countries, hotels, residences, and form of transportation for each day from the time of departure to return:

11. Insurance underwriter for tour or travel agency (if applicable attach)

12. Name of airline if applicable:

13. Name of person completing this form:

Activities Director signature of approval: _____ Date: _____

Superintendent or designee signature of approval: _____ Date: _____

Staff Guidance for Field Trips

Supervision of students at all times

- Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you cannot see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.
- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

Determine how many and what kinds of chaperones are needed throughout the trip

- Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip.
- Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- There should be a minimum of two adults supervising a field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water, out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one staff member is needed.
- For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

Volunteer chaperone selection

- Ensure that all volunteer chaperones are:
    - At least 21 years old
    - Screened using the district volunteer and background check protocols
    - Physically able to do the job
    - Able to work well with students

Chaperone responsibilities and training

- One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has these basic components:
- **Presence and attentiveness**
    - Being with students at all times and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
    - Not becoming distracted from duties
    - Being physically able to participate in the activity as needed
- **Student behavior monitoring and intervention**

        - Being knowledgeable of and consistently enforcing school rules and policies
        - Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior
        - Taking appropriate action when rules are not followed, or a student is in danger.
    - **Hazard surveillance and intervention**
        - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
        - Checking the areas visited, and appropriately addressing hazards
        - Responding appropriately to emergencies
        - Handling emergencies that occur properly to reduce potential injury and damage.
        - Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Providing food on field trips

- Be sure to specify how food and drink will be provided with the itinerary
- If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:
- **Brought from home by the students**
    - For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.
- **Provided by the school and taken on the trip**
    - Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.
    - Food service personnel must be provided with a list of students prior to the departure for the trip who will be served lunch to ensure dietary needs are met and appropriate meal charges are administered.
- **Provided by the facility the group is visiting or cooked by the group at the facility**
    - Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.
- **Provided by stopping at restaurants**
    - If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight field trips - lodging

- **Arrangements**
    - Once approval for the trip has been secured by administration, sponsors will coordinate lodging and sleeping accommodations for the students and chaperones with central office personnel.
    - Make sure chaperones and room assignments are gender- specific, and roommates are close in age.
    - A general rule of thumb to maximize student safety is 2-3 students per room and one student per bed. This means that a 3rd student could be added to a room if a rollout bed or sleeper sofa is available.

- Extenuating circumstances may dictate an adjustment in room capacities (hotel is sold out, siblings in the same room, etc.) but those changes need to be communicated to the Activities Director and approved in writing with the parent, the student, and the activity sponsor prior to the commencement of the activity.

- **Supervision**
  - Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip.
  - If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.
- **Inspection**
  - If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.
- **Providing information to parents/guardians**
  - Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary.

Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs, and a student is hurt:

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student

Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.
- Distribution of medications
- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

Parental information and consent

- Inform parents in writing about planned field trip activities, hazards and risks. Provide a way that parents can ask questions about the trip. For more involved field trips such as out of state or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:

- Purpose of the trip and relation to the curriculum or activity program
- Budget and fundraising
- Proposed detailed daily student itinerary
- Arrangements for chaperones
- Proposed travel arrangements
- Proposed room and sleeping arrangements
- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition on drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country
- Keep records of dates of meetings, number in attendance, and handouts/information given

District Policies Apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment form

Transportation

- As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

  District School Bus
- This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district.
- Use the district procedures to request this transportation.

Other District Vehicles

- For smaller groups, such as small clubs and teams, a smaller vehicle may be requested from the Activities Director.
- Parents or designated adults may drive school vehicles or pull school trailers or equipment trailers that are used for school purposes with clearance and approval from the Activities Director after filling out a driver

approval form and submitting a valid Nebraska Driver's License. No students or children may ride with the parent or designated adult in the school vehicle being used for these purposes.

Charter Bus

- If school buses are not available, a recognized charter bus service can be used.
- If this option is selected, the sponsor must get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

Parent Provided Transportation

- A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.
- Use the approved district form for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

I have read the rules and regulations regarding activity trips and understand this information.

Staff Signature: _____ **Date: _____**

AD/ Administrator Signature: _____ **Date: _____**

2024-2025
Classified Employees Handbook
Palmyra District OR-1

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Receipt of Handbook

FOREWORD

Section 1 **Intent of Handbook**

Welcome to District OR-1. This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the **2024-2025** and subsequent school years unless replaced by a later edition.

Section 2 **Information About District OR-1**

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. Until this year, the Jr.-Sr. High School in Palmyra housed students in grades 6-12 and the Bennet Elementary School housed students in grades Pre K-5. Beginning with the 2023-2024 school year, sixth grade students will also be attending school at the Palmyra Site. This change was precipitated by the increased student enrollment at Bennet Elementary and building space limitations at the elementary. For 2023-2024 and beyond, the Palmyra building will be grades (6-12) and the elementary site at Bennet will be grades (Pre-K - 5).

Students attending the schools of District OR-1 come from the communities of Bennet, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

The student population has grown at a rapid rate over the last several years to a projected enrollment of 705 students (district wide) for the 2023-2024 school year. With the southeastern expansion of the city of Lincoln and the construction of the South Beltway, growth in the student population in the next few years is projected to continue at a steady rate.

The total valuation of District OR-1 has increased an average of eight percent per year for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of Lincoln. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have recently been platted and made ready for development. It appears likely that the growth in valuation due to the development of residential properties will create a corresponding growth in student population.

Section 3 **School Mission Statement**

The mission of District OR-1 is "Together, we prepare our students to successfully meet the challenges of the future."

Our governing Principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learning and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to satisfy this mission by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:

- Is based on state standards and such additional standards; as are established by the Board of Education;
- Is appropriate for the developmental level of the students;
- Addresses diverse learning needs;
- Instills a passion for learning and the importance of life-long learning;
- Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
- Develops expected work ethics, as well as group participation and leadership skills;
- Incorporates character education and multicultural education, including respect for diversity;
- Provides for application of technology in all learning areas;
- Provides access to advanced courses; and
- Is organized in a schedule that is functional and meets student needs in all curriculum areas.

- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 4 Members of the Board of Education

Name	Contact Information
Dean Busch	deanbusch4or1@gmail.com
Jaimi Calfee	moebabbs@aol.com
Tim Cheney	cheneyor1@gmail.com
Brandon Desh: Board President	deshfor1@gmail.com
Dee Moore	moore4or1@gmail.com
Josh Penterman	pentermanor1@gmail.com

Section 5 Administrative Staff

Name	Position
Mike Hart	Superintendent
Jared Haag	Elementary Principal
Heath Johnson	Secondary Principal
Linde Walter	Director of Student Services
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Brittany Eisenhauer	Elementary	Pre-School
Taylor Black	Elementary	Pre-School
Casandra Hohensee	Elementary	Pre-School/Sped Teacher
Rebecca Dvorak	Elementary	K
Angela Nitzsche	Elementary	K
Carrie Wusk	Elementary	K
Rachel Greenfield	Elementary	1
Kristi Field	Elementary	1
Rachael Peska	Elementary	1
Gina Christensen	Elementary	2

Caitlin Peterson	Elementary	2
Taylor Schaller	Elementary	2
Katie Anderson	Elementary	3
Dana Christensen	Elementary	3
Caroline Reed	Elementary	3
Dominique Dowding	Elementary	4
Stacy Sullivan	Elementary	4
Braston Maibaum	Elementary	4
Jennifer Borg	Elementary	5
Thomas McChristian	Elementary	5
Payton Partida	Elementary	5
John Furrow	Instrumental Music	5-12
Abigail Swartzendruber	Title I	K-5
Jennifer Hanger	Elementary	K-5
Brianne Lahmon	Special Education	K-5
Zachary Wemhoff	Physical Education	K-5
Ann Fritsch	Special Education	K-5
Abby Eastep	Special Education	K-5
Emily Buddenberg	Speech Language/Deaf Ed.	PK-12

Austin Lahmon	Counselor	K-5
Amanda Malone	Jr. - Sr. High School	6
Mikayla Batman	Jr. - Sr. High School	6
Beth McCreight	Vocal Music	K-12
Kori Vodicka	Counselor	6-12
Jacob Weiseler	English	7-12
Ryan Pollock	English	7-12
Julie Hendricks	English	7-12
Michelle Paxton	Family & Consumer Science	6-12
Grant Fritsch	Industrial Technology	6-12
Jonna Pester	Math	7-12
Andrew Weils	Math	7-12
Jordan Springer	Math	7-12
Madison Hanau	Science	7-12
Jon Davenport	Science	7-12
Andrew Conn	Business Education	7-12
Travis Reed	Social Studies	7-12
Mark Kotik	Social Studies	7-12
Rebecca Gill Rose	Spanish	7-12

Jennifer Ferretti	Special Education	6-12
Karen Redd	Special Education	6-12
Jen Whyman	Special Education	6-12
Elizabeth Beach	Vocational Agriculture	7-12
Jordan Linke	Physical Education	6-12
Taylor Baumert	Physical education/ Social Studies	7-12
Sarah Swartzendruber	Art	6-12
Burke Brown	Technology Director	K-12
Kloreace Linke	School Psychologist	K-12
Matt Smidt	Librarian/Media	K-12
Amy Buchanan	Speech Pathology	K-12
Jiree Wilson	Speech Pathology	K-12
Lisa Dowding	Sped Teacher	ASPIRE Academy

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Steve Robb		Bus Driver
Clayton Maahs		Bus Driver
Ted Cisneros		Bus Driver
Randy David		Bus Driver
Vicki Hillman		Bus Driver
Todd Calfee		Bus Driver
Glenn Steffenmeier		Bus Driver
Randy Holdsworth		Bus Driver
TBD	K-12	Occupational Therapist
Lisa Phillips	District Office	Business Manager
Cassie Wemhoff	District Office	Payroll/HR
Jane Powell	Jr.-Sr. High School	Main Office Secretary
Kristi Norman	Elementary	Main Office Secretary
Christine Wilson	Elementary/Jr.-Sr. High School	Nurse
Kent Malone	Maintenance / Facilities Director	District Office
Steve Meyer	Jr.-Sr. High School	Custodial

Ted Cisneros	Jr.-Sr. High School	Custodial / Transportation
Scott Willeford	Elementary	Custodial
TBD	Elementary/Jr.-Sr. High School	Substitute Teacher
TBD	Jr.-Sr. High School	Substitute Teacher
Emily Purvis	Elementary	Sign Language Interpreter
Kim Hartwick	Preschool	Paraeducator
Karis King	Preschool	Paraeducator
	Preschool	Paraeducator
Chelsey Georges	Preschool	Paraeducator
Lisa Stedman	Elementary	Paraeducator
	Elementary	Paraeducator
Erin Watson	Elementary	Paraeducator
TBD	Elementary	Paraeducator
TBD	Elementary	Paraeducator
TBD	Elementary	Paraeducator
TBD	Elementary	Paraeducator
Lacey Tyndall	Elementary	Paraeducator/REC
Deb Wood	Elementary	Paraeducator/REC
TBD	Elementary	Paraeducator/REC

Shonna Rulla	Elementary	REC Supervisor
Kelly Jones	Elementary	Library Paraeducator
Carolyn Smith	K-12	Food Service Director
Dona Balderson	Jr.-Sr. High School	HS Kitchen Supervisor
TBD	Jr.-Sr. High School	Food Service
TBD	Jr.-Sr. High School	Food Service
TBD	Jr.-Sr. High School	Food Service
TBD	Elementary	Food Service
Dewaine Knutson	Elementary	Food Service
TBD	Elementary	Food Service
TBD	Elementary	Food Service

For other staff contacts, please visit the school's webpage.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

District OR-1 Public Schools

2024-2025 School Calendar *(updated with 8/12/24 start and 5/22/25 last day)*

(402) 782-3535 - Bennet Elementary (402) 780-5327 - Jr.-Sr. High School

Board Approved: 7/11/2024

August 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5-9	Staff Development - No School for students
12	Start of Fall Practices
12	First Day of School for Students (K-12)
13	Preschool First Day of School

20 - Teacher days
15 - Student days
20 staff and 15 student days

September 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2	Labor Day - No School
24	Early Dismissal - 1:00pm / PT Conferences 2-8pm
25	Staff Development - No School for Students

20 - Teacher Days
19 - Student Days
40 staff and 34 student days

October 2024

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11	End of First Quarter
14	Start of Second Quarter
17	Staff Development - No School for students
18-21	Fall Break - No School

21 - Teacher Days
20 - Student Days
61 staff and 54 student days

November 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18	Start of Winter Practices
19	Staff Development - No School for students / ECNC One Act
27-29	Thanksgiving Break - No School

18 - Teacher Days
17 - Student Days
79 staff and 71 student days

December 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20	End of Second Quarter - Early Dismissal 1:00pm
23-31	Winter Vacation - No School
22-26	Five day moratorium period est. by NSAA

15 - Teacher Days
15 - Student Days
First Semester: 94 Staff and 86 Student Days

January 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3	Winter Vacation - No School
6	Staff Development - No School for students
20	Martin Luther King Day - No School

19 - Teacher Days
18 - Student Days
Second Semester Days: 19 Teacher Days / 18 Student Days

February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

4	Early Dismissal - 1:00pm / PT Conferences 2-8pm
5	Staff Development - No School for students
14-17	Winter Break - No School

18 - Teacher Days
17 - Student Days
Second Semester: 37 Staff and 35 Student Days

March 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3	Spring Practices Begin
6	End of Third Quarter
7	Spring Break - No School
10	Start of Fourth Quarter
14	Spring Break - No School
31	Staff Development - No school for students / MUDECAS Music Host

19 - Teacher Days
18 - Student Days
Second Semester: 56 Staff and 53 Student Days

April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17-21	Easter Break - No School

19 - Teacher Days
19 - Student Days
Second Semester: 75 Staff and 72 Student Days

May 2025

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9	Staff Development - No School for students / ECNC Track Host
10	High School Graduation
20	Elementary End of 2nd Semester Reg Dismissal
21	End of 2nd Semester - 1:00pm Dismissal for grades 6-12 / No school K-5
22	Last Day for Certified Staff
26	Memorial Day

16 - Teacher Days
14 - Student Days
Second Semester: 91 Staff and 86 Student Days

June 2025

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Summer Enrichment dates are tentative and subject to change

July 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Board Approved: 1/10/2024
Updated: 7/11/2024

Teacher Days: 185
Student Days: 172

- No School Days for Staff
- Staff Development Day for Staff: No School for Students
- 1:00 p.m. Early Dismissal for all students
- Bennet Elementary Last Day of School
- First Day of School for K-12
- First Day of School for Preschool Students
- High School Graduation

Section 2 Daily Schedule

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 9:05
Period 2	9:08 – 9:58
Period 3	10:01 – 10:51
Period 4	10:54 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:51
Period 7	1:55 – 2:44
Period 8	2:47 – 3:41

Shortened Schedule

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 8:48
Period 2	8:51 – 9:24
Period 3	9:27 – 9:59
Period 7	10:02 – 10:34
Period 8	10:37 – 11:09
Period 4	11:12 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:33

Section 3 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as

possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

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

Emergency Conditions. District OR-1 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 **Employment**

Classified employees are "at-will" employees, and may be terminated at any time by the school district.

Section 2 **Assignments**

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 3 **Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files. Employees are to notify the Principal's office of any changes in contact information (address/telephone). For a name change, provide your new social security card. Employees may contact the Principal to request a review of their personnel file.

Section 4 **Grievances and Complaints**

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 5 **Compensation**

Compensation. Compensation is paid only as authorized by the Board of Education.

Salary Payments. Salary is payable on a once per month basis when services are performed. Employees are paid on the 15th of the month, or the last preceding school day, if the 15th falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, or upon fulfillment of the contract, employees may, at the option of the Board, be paid all salary due in one lump sum.

Section 6 **Benefits**

Classified staff employees are provided sick leave and PTO time in proportion to their full-time equivalency. Year around classified staff employees are provided LTD and group life insurance at the employee's expense. The cost of LTD premiums will be added to the employee's income. All classified staff employees are eligible to participate in the district's section 125 plan. Employees shall make annual fringe benefit elections by September 1 of each school year. Should an employee fail to make such an election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights will be provided to you or will be made available upon request from the Superintendent's office.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 7 **Payroll and Payroll Deductions**

Wages/salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement, if any. Payroll deductions shall be made in accordance with law and the negotiated agreement, if any.

Section 8 **Expense Reimbursement**

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the employee's immediate supervisor or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Section 9 **Overtime**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "D" to this handbook.

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are "non-exempt" are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1 1⁄2 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1 1⁄2 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 **Absence Procedures**

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a Request for Leave form to the employee's supervisor. The request is to be submitted at least 5 duty days prior to the leave. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or direct supervisor before 6:30 a.m. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or direct supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leave occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval*. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

2. *Establishing Fitness for Duty*. Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

   Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 **Paid Leave - Sick and Personal Leaves**

Employees are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with their employment contract and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave is important. A classified staff employee who becomes ill and is unable to work is to contact the employee's immediate supervisor before 7:00 A.M. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the employee's immediate supervisor as to whether the classified staff employee will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the classified staff employee is to make such advance reports of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the district office at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

Return from Leave

Upon return from leave, classified employees are to review information supplied by the substitute classified staff employee, if any, as to progress made in the classified staff employee's area of responsibility. The substitute should be contacted directly if the written information supplied is not adequate.

A classified staff employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the classified staff employee's physician or health care provider stating that the classified staff employee is physically able to return to duty. This statement is to be presented in person before the classified staff employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 3 **Payroll Deductions for Absences in Excess of Paid Leave**
Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed. In the case of hourly employees the reduction will be made on an hourly basis. In the case of salaried employees the reduction will be made on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

Section 4 **Leaves of Absence**
An employee may apply to the Board of Education for a leave of absence from the employee's duties. The Board of Education considers such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except as may be required under applicable state or federal laws.

Section 5 Unpaid Leaves
The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave
An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 7 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents

you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical

leave rights.

For additional information you may refer to FMLA poster (Appendix "B") or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Michael Hart, Superintendent, at 402-780-5327.

Section 8 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Section 9 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 10 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the District is not an opposing party in the legal matter.

Section 11 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty before 6 p.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 **Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 2 **Arrival to Duty Assignments**

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 **Leaving School**

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period must check out with the Principal's office. Employees who leave during their work hours for an approved absence must check out with the Principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office or their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4 **School Procedures**

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees are not to use personal cell phones for any non-school purpose during duty time.

   Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using student vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

3. Requisition of Equipment and Supplies. Equipment, books and supplies that are needed for work duties should be requested through the Principal's office. No

equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.

4. E-mail. Employees may be assigned a school email address for purposes of intra-school and inter-school email correspondence. Employees should check for email throughout the duty day, and should timely respond to emails which require a response, but should avoid checking and responding to emails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

5. Employee MailBox. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.

6. Record Keeping. Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.

7. Employees Meetings. Employees' meetings will be held as needed. **ALL** employees are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 5 **Supervision of Students**

Proper supervision of students is an important responsibility. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles; to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision
   - Report to all duty assignments on time.
   - Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
   - Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions
   - Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
   - Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
   - When you go over safety rules with students, note it in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment
   - Conduct periodic inspections of equipment under your control or in your area of supervision.
   - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
   - Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings
   - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

Office administration should be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Staff shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes, or is required by law.

Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to "bullying." Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

Section 6 Role of Para Educators

Para educators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A para educator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the para educator in a supportive role. Para educators may

assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Para educators are to work only on their assigned workdays and within their assigned workday. If a teacher requests a para educator to work hours other than the assigned work hours or assigned workday, the administration should be contacted for approval.

Section 7 Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 8 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or

6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a Principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

Do not talk about the matter directly with the parent or others, as that may violate confidentiality restrictions, affect the ability of authorities to investigate, create problems with relationships and create legal problems. The school administration will consider your information, conduct any further investigation needed to justify a report, and determine whether a report of child abuse or neglect is to be made. If the person who you have reported to does not make a report to the police or Child Protective Services, and you feel a report should be made, report the matter directly to the Superintendent.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Tik Tok, Instagram, Snapchat, Ning, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing and email.

District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee. While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community. Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district. Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content

in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and consideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 **Ethics Standards**

District OR-1 expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:
The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee’s position.

Principle IV - Commitment to Classified Position Employment Practices:
The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Article 5 – Personal and Professional Conduct

Competent Performance
Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Contractual Obligations: Employees shall adhere fully to the terms of a contract or appointment.

Section 2 **Role Model**

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 **Professional Boundaries**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).

- Engaging in social-networking friendships with a student on Twitter, Instagram, Snapchat, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the

employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.

- Going to the student's home when the student's parent or a proper chaperone is not present.

- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

Section 4 **Relationships**

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 **Civility**

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 6 **Notification of Arrest, etc.**

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:

a. The maximum penalty for the crime equals or exceeds six months incarceration;
b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
c. Conviction would impact performance of employee's job responsibilities, including offenses that:
    i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
    ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
    iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Section 7 **Evaluations**

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available

for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 **Employee Complaints or Concerns**

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 **Attire**

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 10 **Outside Employment**

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 **Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
8. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District's technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources.

   The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

   The following are unacceptable uses of the technology resources:

   a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

   b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

      Incidental or de minimis personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.

      The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for

personal use; or sending an e-mail related to one's own private consulting business.

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:

1. To access any material contrary to the District's Internet Safety Policy; or to create or generate any such material.
2. To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
3. To engage in violations of employee ethical standards and employee standards of performance, such as sending emails that

are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.

4. To promote or tolerate violations of student conduct rules.
5. To engage in illegal activity, such as gambling.
6. In a manner contrary to copyright laws.
7. In a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

   Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

   The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.

Sanctions. Violation of the policies and procedures concerning the use of the District's technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Section 5 Use of School Facilities

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

Section 6 **Care of School Property**

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 **Use of Telephone**

Personal telephone calls shall not be made during duty time except in the event of an emergency.

Section 8 Visitors

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

Section 9 Salespersons

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or

designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, employee desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Video Surveillance

The Board of Education has authorized the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the building user and may also be provided to law enforcement agencies.

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless

of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 12 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District's activities and programs and for educational purposes related to such activities and programs. The District's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the District's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard to any such links.

Section 13 **Copyright and Fair Use Policy**

It is the District's policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Employees should seek assistance from administration if there are any questions regarding what may be copied.

Lost and Found
Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 **Safety**

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices for employees include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.

8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
11. Do not engage in "horseplay." Such conduct is a common cause of injuries and is not consistent with job duties. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Safe Driving

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Accidents

Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Workers Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)
One Petticoat Lane
1010 Walnut St. 3rd Floor, Suite 320
Kansas City, MO 64106
(816) 268-0550 (voice)
Fax (816) 268-0599
669-6820
(800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, MO 66101
(800) 669-4000; TDD: (800)

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix "C" to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: District OR-1, 425 F Street, Palmyra, NE 68418, (402) 780-5327:

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	High School Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Policy of Non-Discrimination

The policy of District OR-1 is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

Preventing Harassment and Discrimination

District OR-1 is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or

harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment may exist when:
    a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
    b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
    c. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

<u>Grievance Procedures</u>

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.

2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request

for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

7. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 8 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

RECEIPT OF 2024-2025 CLASSIFIED EMPLOYEE HANDBOOK OF DISTRICT OR-1

This signed receipt acknowledges receipt of the **2024-2025** Classified Employee Handbook of District OR-1. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

_____
Employee's Signature

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

District OR-1 Guidance for Field Trips and Extended Co-Curricular Trips
Updated: June 10, 2022

Please Note: This information will be included in the staff handbooks and this information will be covered with coaches at the beginning of each school year or sports season.

- Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a "case by case" basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only District OR-1 students may participate and the discipline code, and rules and regulations of the school district shall be in effect from the departure until return.

EDUCATIONAL SCHOOL-SPONSORED FIELD TRIPS:

- Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum related. Permission slips are not needed unless the field trip is an overnight or out-of-state trip as parental permission for day field trips is signed at the time of student registration.

ACTIVITIES BEYOND THE STATE LEVEL OF COMPETITION:

- The school district will not fund competitive or participatory activities for students beyond the level of state competition without approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, the participating organization and the district will collaborate about cost sharing. Examples of activities beyond the State level of competition or participation may include career or technical competitions, National Quiz Bowl, National Mock Trial, National FCCLA, National FFA, etc. These costs may include transportation, room and board, cost of substitutes and all additional expenses deemed appropriate by the Superintendent or designee.
- In order to avoid unexpected financial burden to families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

OUT-OF-STATE, OVERNIGHT AND CO-CURRICULAR FIELD TRIPS

- Out-of–State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the High School Principal and Activities Director. All student groups requesting travel must file an extended Field Trip Request Form with the building prior to anticipated travel. Such a form must be approved by the Principal and Activities Director before parents and students are notified. In authorizing such extended field trips, the Principal and Activities Director shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;
- The overall financial plan including the cost and who will bear the cost, how the funds will be raised and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors.

The Superintendent or designee shall inform the Board of all approved out-of-state, overnight or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

TRIPS NOT SPONSORED BY THE SCHOOL DISTRICT:

- District OR-1 Public Schools is not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school sponsored has the responsibility to clearly communicate in all meetings, publications and postings, that the school district is not responsible for the trip.
- A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, and the field trip does not occur during school hours. Examples of non-school sponsored trips include international trips arranged by a travel company using school district staff to help arrange the trip, international trips arranged by a teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out–of-state or international trips for band or orchestra students that are arranged by a booster club.
- All arrangements for such trips, including cost, travel, supervision, safety and rules are the responsibility of the group or person making the trip available to the students or staff. District OR-1 Public Schools have no responsibility for such trips. Any questions regarding whether a trip is school sponsored should be referred to the Principal or Activities Director.

Updated: June 10, 2022

District OR-1: Bus Request / Field Trip Form

This form should be completed for all field trips.

Initial Date of Request:	**Trip Departure Date and Time:**
Teacher/ Sponsor Contact Information:	**Grade/Subject/ Activity Area:**

Trip Destination Name, Address, Phone Number:

Departure time from: Circle One Bennet Elementary/ Palmyra	**Departure time from Field Trip Location:**
Number of Adults and Names of Adults Attending:	**Number of Students and Names of Students Attending:**

Destination Special Instructions:

Teacher / Sponsor cell phone #:	**Parent permission slips on file: Yes No**
Trip Sponsor Signature:	**Administrator's Signature:**
Approved	**Denied**

Email/ scan or hand deliver copies to:

- Building Principal
- Activities Director:
- Food Service Director: (if school meals are needed for the activity)
- Specials/Resource Teacher
- School Secretary
- School Nurse

District OR-1 Extended Field Trip Request Form

Sponsors should complete this form when requesting an extended field trip. Please note: This is longer than a day trip.

1. Provide a description of the trip, including title, destination, and how it relates to the curriculum and way in which curriculum benefits:

2. Who will be participating (e.g. team members, club members, etc.)?

3. Anticipated number of students:

4. Sponsors: Names, addresses, phone numbers

5. Describe any costs to sponsors:

6. Cost per student: (Provide breakdown costs for transportation, lodging, registration, etc.)

7. What costs are students responsible for?

8. What provisions have been made for students who cannot afford to participate?

9. Tour or travel agency, if applicable (attach copy of the contract):

10. Itinerary: attach dates, times, cities, countries, hotels, residences, and form of transportation for each day from the time of departure to return:

11. Insurance underwriter for tour or travel agency (if applicable attach)

12. Name of airline if applicable:

13. Name of person completing this form:

Activities Director signature of approval: _____ Date: _____

Superintendent or designee signature of approval: _____ Date: _____

Staff Guidance for Field Trips

Supervision of students at all times

- Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you cannot see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.
- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

Determine how many and what kinds of chaperones are needed throughout the trip

- Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip.
- Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- There should be a minimum of two adults supervising a field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water, out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one staff member is needed.
- For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

Volunteer chaperone selection

- Ensure that all volunteer chaperones are:
    - At least 21 years old
    - Screened using the district volunteer and background check protocols
    - Physically able to do the job
    - Able to work well with students

Chaperone responsibilities and training

- One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has these basic components:
- **Presence and attentiveness**
    - Being with students at all times and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
    - Not becoming distracted from duties
    - Being physically able to participate in the activity as needed
- **Student behavior monitoring and intervention**
    - Being knowledgeable of and consistently enforcing school rules and policies
    - Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior

        - Taking appropriate action when rules are not followed, or a student is in danger.
    - **Hazard surveillance and intervention**
        - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
        - Checking the areas visited, and appropriately addressing hazards
        - Responding appropriately to emergencies
        - Handling emergencies that occur properly to reduce potential injury and damage.
        - Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Providing food on field trips

- Be sure to specify how food and drink will be provided with the itinerary
- If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:
- **Brought from home by the students**
    - For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.
- **Provided by the school and taken on the trip**
    - Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.
    - Food service personnel must be provided with a list of students prior to the departure for the trip who will be served lunch to ensure dietary needs are met and appropriate meal charges are administered.
- **Provided by the facility the group is visiting or cooked by the group at the facility**
    - Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.
- **Provided by stopping at restaurants**
    - If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight field trips - lodging

- **Arrangements**
    - Once approval for the trip has been secured by administration, sponsors will coordinate lodging and sleeping accommodations for the students and chaperones with central office personnel.
    - Make sure chaperones and room assignments are gender- specific, and roommates are close in age.
    - A general rule of thumb to maximize student safety is 2-3 students per room and one student per bed. This means that a 3rd student could be added to a room if a rollout bed or sleeper sofa is available.
    - Extenuating circumstances may dictate an adjustment in room capacities (hotel is sold out, siblings in the same room, etc.) but those changes need to be communicated to the Activities Director and approved in writing with the parent, the student, and the activity sponsor prior to the commencement of the activity.

- **Supervision**
    - Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip.
    - If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.
- **Inspection**
    - If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.
- **Providing information to parents/guardians**
    - Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary.

Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs, and a student is hurt:

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student

Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.
- Distribution of medications
- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

Parental information and consent

- Inform parents in writing about planned field trip activities, hazards and risks. Provide a way that parents can ask questions about the trip. For more involved field trips such as out of state or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:
- Purpose of the trip and relation to the curriculum or activity program
- Budget and fundraising
- Proposed detailed daily student itinerary
- Arrangements for chaperones
- Proposed travel arrangements
- Proposed room and sleeping arrangements

- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition on drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country
- Keep records of dates of meetings, number in attendance, and handouts/information given

District policies apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment form

Transportation

- As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

District School Bus

- This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district.
- Use the district procedures to request this transportation.

Other District Vehicles

- For smaller groups, such as small clubs and teams, a smaller vehicle may be requested from the Activities Director.
- Parents or designated adults may drive school vehicles or pull school trailers or equipment trailers that are used for school purposes with clearance and approval from the Activities Director after filling out and a driver approval form and submitting a valid Nebraska Driver's License. No students or children may ride with the parent or designated adult in the school vehicle being used for these purposes.

Charter Bus

- If school buses are not available, a recognized charter bus service can be used.

- If this option is selected, the sponsor must get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

Parent Provided Transportation

- A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.
- Use the approved district form for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

I have read the rules and regulations regarding activity trips and understand this information.

Staff Signature: _____ **Date: _____**

AD/ Administrator Signature: _____ **Date: _____**

Instruction

Textbook Loans

The District will comply with the state law and Rule 4 of the Nebraska Department of Education pertaining to the distribution of textbooks to students of the District who are attending private schools. The financial liability of the District shall be limited to the amount of dollars appropriated by the state for the specific law.

If funds appropriated to this District are not sufficient to meet the request for textbooks under this policy, priority will be given to the textbooks requested that have the most recent copyright date. If the funding requires additional restrictions, priority will be given to the requests that were filed at the earliest date in the Superintendent's office. If still further restrictions are necessary, a drawing shall be conducted from the names of all students filing on the same date and requesting the same texts. The drawing shall continue until all state funds provided to the District for this purpose have been spent.

Legal Reference: Neb. Rev. Stat. § 79-734
NDE Rule 4

Date of Adoption: February 13, 2017
Date of Review: November 8, 2021

Students

Option Enrollment

A. Process and Time Lines to Option In

For a student to attend District OR-1 Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the District OR-1 Public Schools **between September 1 and March 15** for enrollment during the following and subsequent school years (the "application period").

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

Provisions for Waiver of Application Deadline

The application deadline will be waived by the School District for applications to option into the District OR-1 Public Schools, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student, and satisfies any other requirements of law.

Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

The application deadline will also be waived by the School District for applications to option into the District OR-1 Public Schools in the following circumstances:

1. Siblings: The application deadline will be waived where the application is for a student who is the sibling of a student attending District OR-1 Public Schools as of the time the application is filed. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending the school District and who has the same natural or adoptive parent or who is a stepbrother or stepsister.

2. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 before the first semester of the next school year.

3. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district or, if the student attends a different district as an option student, the student's current option district.

4. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.

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

B. Rejection of Applications; Reasons

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

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

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before April 1st immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.

3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has exhausted their option enrollments in other school districts, as determined by state law.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines that the application is not submitted on a form prescribed by the State Department of Education, is not completely, and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the timelines indicated, or in the event

acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

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

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

D. Determination of Capacity

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

E. Releases for Options Out

Provisions for Release

A request for release of a resident student of or option student currently attending District OR-1 Public Schools who submits an enrollment option application after March 15 or any other statutory deadline will be granted on the following conditions:

1. Kindergarten: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 before the first semester of the next school year.

2. Siblings: A release will be granted where the application would allow the student to attend the same school as a sibling. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.

3. Educational Programming: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent's designee.

4. No Pending Expulsion: The deadline shall not be waived if the administration is considering or has recommended the expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

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

F. Notification of Acceptance or Rejection

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

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

G. Status of Option Student

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

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

1. District OR-1 Public Schools may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.

3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

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

As part of the option enrollment program, the administration shall make information about District OR-1 Public Schools and its school, programs, policies, and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

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

Date of Review: [July 11, 2024]

School Meal Prices: Updated August 12, 2024

School Meal Prices:

- Recently, we were provided updated meal pricing from the Nebraska Department of Education. Due to the continued increased cost of food items, we have been forced to again adjust our school meal prices to meet these increases. Even though the NDE has suggested somewhat higher prices than what we are adjusting, we have decided to increase the cost to a level that matches our resources. Listed below are the new costs for school meals.

Lunch Prices:

- **Students, grades K through 5: $ 3.15**
- **Students, grades 6 through 12: $ 3.25**
- **School employees: $ 4.80**
- **Visitors and Adults: $ 4.80**

Breakfast Prices:

- **Students, grades K through 5: $ 2.25**
- **Students, grades 6 through 12: $ 2.50**
- **School employees: $ 2.75**
- **Visitors and Adults $ 2.75**

Beverages:

- **Milk: $ .50**
- **Juice: $ .30**

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

AUGUST 2024

1,960,000 Nebraskans | 324,000 Students | 1,700 Locally Elected School Board Members | 260 Member Districts/ESUs | ONE NEBRASKA

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.
If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance.
All Dates & Locations Tentative & Subject to Change

JOIN US!

Events & Networking - https://members.nasbonline.org/events

Legislative Special Session Began Thursday, July 25

Now Hiring! NASB is hiring a Board Leadership Associate ... visit the About Us page to learn more.

AUGUST 2024

School Board Members - If your district or ESU currently participates in the **Educators Health Alliance (EHA)**, health and dental plan, you have the option to enroll in the plans during the month of August. Open enrollment information is available at the district or ESU office and monthly premiums can be paid to the school district or ESU directly. If you enrolled in the health and dental coverage and you serve at least 5 consecutive years and are over the age of 50, you can continue your health and dental coverage through your district or ESU on the direct bill plan. For more information, please reach out to your school district or ESU or Greg Long at greg@ehaplan.org

Area Membership Meetings begin August 20

August 20 - North Platte
August 21 - Gering
August 22 - Valentine
August 27 - Kearney
August 28 - York

SEPTEMBER 2024

September 4 - Norfolk
September 11 - Nebraska City
September 24 - Omaha
September 25 - Fremont

Continued on Page 2

NASB Nebraska Association of SCHOOL BOARDS

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NASB BOARD QUICKS

AUGUST 2024

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

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FALL 2024

Labor Relations Conference - October 2-3 - Lincoln

Statewide General Election Day - November 5

State Education Conference - November 20-22 - Omaha

New Board Member Workshops - December 2024
Norfolk, Kearney, Gering, North Platte, York & Omaha

YOUR 2024 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: https://members.nasbonline.org/about-us/affiliate-members

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