

AGENDA

School District #145 - Waverly Public Schools

1. OPENING OF THE MEETING

1.1. Public Hearing-Student Fees Policy

1.2. Public Hearing-Parent Involvement Policy

1.3. Public Hearing-Anti Bullying Policy

1.4. Call to Order

1.5. Open Meetings Act

1.6. Publication of Meeting

1.7. Roll Call

Approve Member Chad Kendall's excused absence from the August 3, 2021 regular meeting Passed with a motion by Board Member #1 and a second by Board Member #2.

1.8. Pledge of Allegiance

2. APPROVAL OF AGENDA

2.1. Approve Agenda

Approval of the agenda for the meeting Passed with a motion by Board Member #1 and a second by Board Member #2.

3. REPORTS

3.1. Building / District Administrators

3.2. Superintendent

3.3. Board Reports

4. RECOGNITION OF VISITORS / OPEN FORUM

5. ACTION ITEMS

5.1. Consent Agenda

Approval of the consent agenda Passed with a motion by Board Member #1 and a second by Board Member #2.

Approve removing the hiring of Fifth Grade Teacher Becky Michael from Consent Agenda and making this hiring a separate motion Passed with a motion by Board Member #1 and a second by Board Member #2.

5.1.1. Meeting Minutes

5.1.2. Staff Resignations / Terminations

5.1.3. Staff Hires / Reassignments

5.1.4. Extra-Duty Assignments

5.1.5. Fund Balances

5.1.6. Fund Claims

5.1.7. Acceptance of Donations

5.2. First Read of Board Policy

Approve first read of Board Policy 5008 Passed with a motion by Board Member #1 and a second by Board Member #2.

5.3. Second Read of Board Policies

Approve second reading of Board Policies 3132, 3231, 4010, 5009 and 6025 Passed with a motion by Board Member #1 and a second by Board Member #2.

5.4. Reaffirm Board Policies

Reaffirm Board Policies 1235-Parental Involvement, 5011-Anti-Bullying and 5033-Student Fees Passed with a motion by Board Member #1 and a second by Board Member #2.

5.5. Handbooks

Approve the Classified Employee, Certified Employee, Student/Parent and the Student Computing Device Handbooks Passed with a motion by Board Member #1 and a second by Board Member #2.

5.6. Substitute Teacher Pay

Approve substitute teacher rate pay of \$150.00 for 1-9 days, \$160.00 for 10-19 days and \$201.00 for 20 days and over Passed with a motion by Board Member #1 and a second by Board Member #2.

5.7. Sub Pay for 7-12 Plan Periods

Approve the grades 7-12 rate of pay for teachers to substitute during their plan periods from \$12 to \$18 per period Passed with a motion by Board Member #1 and a second by Board Member #2.

5.8. Waverly High School Boiler Replacement

Approve the proposal from Facility Advocates, at a cost of \$160,000.00, to replace two original heating boilers with one high efficiency boiler at Waverly High School Passed with a motion by Board Member #1 and a second by Board Member #2.

5.9. Additional FTE

Approve an additional 1.0 F.T.E. for a fifth grade teacher at the Waverly Intermediate School Passed with a motion by Board Member #1 and a second by Board Member #2.

5.10. Transportation Routing and Student Tracking Software

Approve the purchase of bus routing and student tracking software and equipment, from Tyler Technologies, at an upfront cost of \$66,030 and an annual recurring cost of \$10,100 Passed with a motion by Board Member #1 and a second by Board Member #2.

5.11. John Deere Gator Lease

Approve a thirty six month lease with AKRS Equipment at Gretna, at a monthly lease payment of \$363.09, for a 2022 John Deere Gator and Western V blade Passed with a motion by Board Member #1 and a second by Board Member #2.

5.12. WIS Fifth Grade Teacher

Approve the hiring of Becky Michael, Fifth Grade Teacher, Waverly Intermediate School, Step 11, MA +9, new position, effective August 5, 2021 Passed with a motion by Board Member #1 and a second by Board Member #2.

6. Discussion Items

6.1. NASB August Update

6.2. Budget Preview Meeting

6.3. Superintendent/Board Goals

7. Convene Closed Session

7.1. Convene Closed Session

7.1.1. Restate Closed Session Reason

8. Reconvene to Open Session

8.1. Reconvene Open Session

To reconvene in open session Passed with a motion by Board Member #1 and a second by Board Member #2.

9. Upcoming Board Activities

9.1. Committee Meetings

9.2. Board Meetings

9.3. Board Training/Development

10. Adjournment

11. For Your Information

Meeting Notice

Notice of Regular Meeting
School District 145 (aka Waverly Public Schools)

The School District 145-Waverly Board of Education will convene public hearings at 7:00 p.m. on Tuesday, August 3rd, 2021 in the Central Office Board Room, 14511 Heywood Street, Waverly, Nebraska. The public hearing will be convened for the purpose of hearing support, opposition, criticism, suggestions or observations of patrons relating to the Parental Involvement Policy, Student Fees Policy and Anti-Bullying Policy.

The School District 145-Waverly Board of Education will convene in regular session immediately following the public hearings on Tuesday, August 3rd, 2021 at 7:00 p.m. in the Central Office Board Room, 14511 Heywood Street, Waverly, Nebraska.

The agenda for this meeting, which shall be kept continually current, shall be readily available for public inspection at the School District 145-Waverly Central Office, located at 14511 Heywood Street, Waverly, Nebraska.

Posted this 28th day of July, 2021.

Cory Worrell
Superintendent

August 9th**Certified Staff Kick Off Waverly High School (8:00- Noon)**

Session	Topics	Presentor
8:00-9:00 Auditorium All Staff	Welcome Back! Review Return to School and District Strategic Plans	Dr. Worrell
9:00-9:15	Break	
9:15- 12:05 Small Group Rotations Certified Staff Only	Teaching & Learning Student Services and SELB Human Resources COVID Return to School Plan Community Partners	Ms. Plugge Mrs. McMillian Dr. Worrell Mrs. Stauss NWEA, District 145 Foundation, Team Mates
12:15 Back to Buildings	Lunch will be provided by the District 145 Foundation	

Classified Staff Kick Off**Waverly High School 12:00-2:30**

Session	Topics
12:00-12:30	Lunch
12:30-1:30	Classified Welcome: Evaluation, Absence and Time Management Systems
1:40-2:30	Department Back to School Meetings Instructional Paras- Mrs. McMillian Health Staff- Mrs. Stauss Custodial and Maintenance Staff- Mr. Hoffman Nutrition Services- Mr. Steffen Office Staff- Dr. Worrell

August 10th District/Building Required Professional Learning

8:15-11:30	
Elementary	District Professional Learning @ WIS Library
Secondary	School Professional Learning at Individual Buildings
12:45-4:00	
Elementary	School Professional Learning at Individual Buildings
Secondary	District Professional Learning @ WHS Library

August 11th Teachers Work in Rooms**August 12th Elementary Plan Day/First Day of School 6th and 9th Grade**

- Early Release Schedule

August 13th First Full Day of School for All Students

3rd Grade

Section 1	Section 2	Section 3	Section 4	Section 5	Total
23	22	22	22	22	111

4th Grade

Section 1	Section 2	Section 3	Section 4	Section 5	Total
24	24	24	24	24	120

**Have 3 students still deciding whether they will attend or not. They are not included in totals above.*

5th Grade

Section 1	Section 2	Section 3	Section 4	Section 5	Total
26	25	25	25	25	126

TOTAL

357

Public Input to the Board

It is the policy of the Board of Education to provide for and encourage input from its various constituents in an appropriate and orderly fashion at regularly scheduled Board of Education meetings. The board is open to and encourages input on school issues from the public. The board would prefer that individuals or groups with school related concerns first attempt to resolve those concerns through established administrative channels.

1. Matters concerning an individual school shall be discussed first with the respective building administrator of the school.
2. If the matter is not resolved satisfactorily at the school level, it may then be brought to the Superintendent.
3. If the matter is not resolved satisfactorily at the Superintendent's level, it may then be brought before the board of education by:
 - a. Addressing the matter during Open Forum at a regular, monthly board meeting; individual presentations should be no longer than three (3) minutes and the total allotted Open Forum agenda time will be a maximum of thirty (30) minutes.
 - b. Requesting a formal agenda item by contacting the superintendent or board president on or before the Thursday prior to the regular, monthly meeting which, unless otherwise announced, will be on the first Monday of every month.
 - c. Submitting the matter in writing, said documentation can either be presented at the regular meeting or appended to the agenda, if received in the superintendent's office on the designated Thursday.
4. A response will be provided once the board has the opportunity to inquire about the matter. Possible board responses when appropriate may include, but are not limited to: directing the superintendent to address the matter; tabling for further study; appointing a temporary board committee to study and/or resolve the matter; scheduling a special meeting to hear the matter; or not taking action. Public input to the board is heard during Open Forum. Matters brought to the board in this fashion will be taken under advisement and not acted upon at that time.

Note: The chair will not allow complaints about individuals. There are appropriate channels to address such matters. Because of the potential of introducing bias into board hearings on termination cases, complaints on individual employees will be received by the board only through the Superintendent of schools.

Policy Adopted: 04/10/78
 Policy Revised: 03/07/88
 Policy Revised: 01/02/06
 Policy Revised: 11/03/08

SCHOOL DISTRICT 145
 WAVERLY, NEBRASKA

Board of Education Regular Meeting

Monday, July 5, 2021 7:00 PM Central

Central Office Building
14511 Heywood
Waverly, NE 68462-0426

Scott Claycomb: Present
Andy Grosshans: Present
Robin Kappler: Present
Chad Kendall: Present
Cheryl Landon: Present
Jessica Zuniga: Present
Present: 6.

1. OPENING OF THE MEETING

1.1. Public Hearing Regarding the Proposed Amended 2020 - 2021 Budgets

At 7:03 P.M., on July 5, 2021, at the Central Office Board Room, 14511 Heywood Street, Waverly, Nebraska, President Andy Grosshans convened a public hearing for the purpose of hearing support, opposition, criticism, suggestions, or observations of taxpayers relating to the 2020 - 2021 proposed amended budgets, and to consider amendments relative thereto. Members present for roll call are Scott Claycomb, Andy Grosshans, Robin Kappler, Chad Kendall, Cheryl Landon, and Jessica Zuniga. The Notice of Amended Budget Hearing and Amended Budget Summary was published in the June 17, 2021 edition of The Waverly News. Three copies of the 2020 - 2021 State of Nebraska Amended Budget Form were available for the public at the meeting. Business Manager Robin Hoffman provided a budget presentation to the Board of Education. Following the opportunity for audience comment, President Grosshans adjourned the hearing at 7:04 P.M.

The Special Building Fund is amended by \$2,027,000 reflecting the proceeds from the Series 2021 Tax Exempt Lease Revenue Educational Facilities Note that will be used for funding the Waverly High School Track and Turf Project and the budget authority to spend the dollars on the project. The General Fund is amended by \$1,325,893 reflecting the receipt of Elementary and Secondary School Emergency Relief Fund grant dollars and the budget authority to spend the additional grant funds.

1.2. Call to Order

The regular meeting of the School District 145 Board of Education was called to order on Monday, July 5, 2021 at 7:04 P.M., at the Central Office Board Room, 14511 Heywood Street, Waverly, Nebraska.

1.3. Open Meetings Act

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.

1.4. Publication of Meeting

Notice of the meeting was given in advance by posting in accordance with the Board of Education approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. Availability of the agenda was communicated in the posted notice and a current copy of the agenda was maintained as stated in the posted notice.

Notice of the regular meeting was published in the July 1, 2021 edition of the Waverly NEWS.

1.5. Roll Call

Board members present for Roll Call are Scott Claycomb, Andy Grosshans, Robin Kappler, Chad Kendall, Cheryl Landon, and Jessica Zuniga.

1.6. Pledge of Allegiance

2. APPROVAL OF AGENDA

2.1. Approve Agenda

Approve meeting agenda passed with a motion by Scott Claycomb and a second by Jessica Zuniga. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea
Yea: 6, Nay: 0

3. REPORTS

3.1. Building / District Administrators

- Back to School Plan for 2021-2022
- Branching Minds Data Warehouse
- Strategic Planning Updates to Goals 1 and 5

3.2. Superintendent

- Accreditation Letter and Certificate from NDE-Both are attached
- Personnel Update. We still need to hire paras across the district.
- Transportation Report-attached
- SRO Changes
- ESSER 3 Information
- Proposed Health Standards update. FAQ here <https://drive.google.com/file/d/18J0wOpzJe-07r7stzIADcijRIGq2ZB1c/view?usp=sharing>

- Handbooks. We will bring these to the board at the August meeting for approval.
- New web page was rolled out on June 29th. We will also share an app for patrons to use closer to the start of school.

3.3. Board Reports

Policy Committee

Building, Grounds, Transportation Committee

Planning and Development Committee

Performance and Assessment Committee

Board Trainings/Activity/Events

4. RECOGNITION OF VISITORS / OPEN FORUM

No one from the public addressed the Board in Open Forum.

5. ACTION ITEMS

5.1. Consent Agenda

Approval of the consent agenda passed with a motion by Jessica Zuniga and a second by Robin Kappler. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea
Yea: 6, Nay: 0

5.1.1. Meeting Minutes

Approved the June 7, 2021 Board of Education Regular Meeting.

5.1.2. Staff Resignations / Terminations

Brandy Withrow, Assistant Cheer Coach, Waverly High School, resignation effective immediately, letter of resignation attached.

Jake Johnson, Day Custodian, Hamlow Elementary, resignation effective immediately.

Karen Silverstrand (Johnson), Night Custodian, Hamlow Elementary, resignation effective immediately.

5.1.3. Staff Hires / Reassignments

Brenda Knollenberg, Custodian, Waverly Intermediate School, \$14.54/hr., 8 hrs./day, temporary position while filling in for Roger Juranek, effective date 6/8/2021.

Alexis Nordenson, Special Education Teacher, Eagle Elementary, Step 2, Column BA, effective date 8/1/2021, replacement for Steph Foreman.

Brooklyn Mickey, Second Grade Teacher, Eagle Elementary, Step 1, Column BA, effective date 8/1/2021, replacement for Katie Steffen.

Whitney Hajek, Language Arts, Step 8, Column MA + 36, effective date 8/1/2021, replacement for Madison Jones.

Holly Torkkola, Small Vehicle (Sped) Driver, 2-4 hrs./day, \$16.00/hr., effective date 6/21/2021, new position.

Brayden Dowding, Physical Education, Waverly Middle School, Step 2, Column BA, effective date 8/1/2021, replacement for Makenzie Lee.

Kelsey DeJonge, Kindergarten Teacher, Eagle Elementary, Step 1, Column BA, effective date 8/1/2021, replacement for Brittany Mahoney. (Kelsey's hire was approved at the April 5th, 2021 board meeting. We were not sure of the grade level placement at that time. This is why this is in this month's agenda for approval).

Heather Busby, Fourth Grade Teacher, Eagle Elementary, Step 10, Column BA 36/MA, effective date 8/1/2021, replacement for Annetta Davidson. (Heather's hire was approved at the April 5th, 2021 board meeting. We were not sure of the grade level placement at that time. This is why this is in this month's agenda for approval).

Sue Long, Paraprofessional, Hamlow Elementary, 6.5 hrs./day, \$12.50/hr., replacement for Jen Shakespeare, effective date 8/9/2021.

Amber Pajor, Paraprofessional, Waverly Intermediate School, 6.5 hrs./day, \$12.00/hr., replacement for Jennifer Patire, effective date 8/1/2021.

5.1.4. Extra-Duty Assignments

Josselyn Webster, Assistant Cross Country Coach, Waverly High School, Category VI, Level 1, replacement for Jeff Cole, effective date 8/12/2021.

Noah Ross, 9th Grade Volleyball Coach, Waverly High School, Category VI, Level 1, replacement for Katelyn Seitz, effective date 8/9/2021.

Scott Burns, Math Club, Waverly High School, Category I, Level 1, replacement for Cindy Boss, effective date 8/12/2021.

Andrew Hinz, Assistant Football Coach, Waverly High School, Category VI, Level II, new

position, effective date 8/9/2021.

Kate Jones, Assistant Unified Bowling Coach, Waverly High School, Category III, Level I Year 2, replacement for Amanda Coufal, effective date 8/12/2021.

Abbie Huenink, Head Unified Bowling Coach, Waverly High School, Category IV, Level III Year 5, no longer splitting position, effective date 8/12/2021.

Jacob Dill, Drumline Instructor, Waverly High School, Category V, Level I, replacement for Ryan Kimball, effective date 7/1/2021.

Brady Rohlfs, Frontline Instructor, Waverly High School, Category V, Level IV, Replacement for Louis Raymond Kolker, Effective date 7/1/2021

Creighton Pearse, 9th Grade Football Coach, Waverly High School, Category VI, Level I, replacement for Eric Dolezal, effective date 8/9/2021.

Hunter Smith, 9th Grade Football, Waverly High School, Category VI, Level I, new position, effective date 8/9/2021.

Kelly Bielenberg, SADD Sponsor, Waverly High School, Category I, Level I, replacement for Abbie Huenink and Cass Didier, effective date 8/12/2021.

Heather Smith, Fall Assistant Play Director, Waverly High School, Category III, Level II, replacement for Brittany Hying, effective date 8/12/2021.

Kristen Friesen, Play Production (One Act), Waverly High School, Category V, Level II, new position, effective date 8/12/2021.

Stephanie Flink, Student Council Sponsor, Waverly High School, Category III, Level II, replacement for Mark Robles and David Hartman, effective date 8/12/2021.

Abbie Huenink, Head Unified Track Coach, Waverly High School, Category IV, Level II, replacement for Reed Manstedt, effective date 8/12/2021.

Reed Manstedt, Assistant Unified Track Coach, Waverly High School, Category III, Level II, replacement for Abbie Huenink, effective date 8/12/2021.

5.1.5. Fund Balances

Fund Balances as of June 30, 2021:

General = \$8,655,170.23

Special Building = \$2,992,950.10

Bond 2016 (Debt) = \$246,389.62

Bond 2015 (Debt) = \$352,806.72

Bond 2010 (Debt) = \$329,225.84
Bond 2008 (Debt) = \$209,874.63
Bond 2015 / 2016 Construction Proceeds = \$53,724.64
Bond 2011 A/ B K - 8 (Debt) = \$670,755.15
Bond 2011 C 9 -12 (Debt) = \$432,082.34
School Nutrition = \$449,399.64
2003 Qualified Capital Purpose Undertaking = \$8,076.84
2010 Qualified Capital Purpose Undertaking = \$21,138.20
2012 Qualified Capital Purpose Undertaking = \$125,621.46
2013 Qualified Capital Purpose Undertaking = \$278,130.19
Depreciation = \$359,817.84

5.1.6. Fund Claims

Fund Claims for July 5, 2021:
Imprest, Payroll, and General = \$2,098,729.86
Special Building = \$927,692.56

5.1.7. Acceptance of Donations

5.2. Tuition Rates for Non-Resident Students

Approve the non-resident tuition rate of \$11,897.00 for the 2021-2022 school year passed with a motion by Scott Claycomb and a second by Chad Kendall. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea
Yea: 6, Nay: 0

5.3. District Facility Rental Rates

Approve keeping facility rental rates for 2021-2022 the same as the rates were for 2020-2021 passed with a motion by Cheryl Landon and a second by Robin Kappler. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea
Yea: 6, Nay: 0

5.4. Cross-Town Transportation

Set the 2021-2022 Cross-Town Transportation Fee, payable annually at the District Office, at \$95.00 per individual student or \$125 per family passed with a motion by Robin Kappler and a second by Chad Kendall. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea
Yea: 6, Nay: 0

5.5. Set Food Prices for 2021-2022

2021 - 2022 Prices

Breakfast = K - 5 of \$1.85; 6 - 12 of \$1.95; Adult of \$2.55. No increase from last year.

Lunch = K - 5 of \$2.94; 6 - 12 of \$3.14; Adult of \$3.84. No increase from last year.

Approve the 2021-2022 breakfast and lunch prices passed with a motion by Jessica Zuniga and a second by Scott Claycomb. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea

Yea: 6, Nay: 0

5.6. Hamlow Elementary Landscaping Project

Approve the Eagle Nursery landscaping proposal, for landscaping improvements at Hamlow Elementary, at a cost of \$63,067.50 passed with a motion by Robin Kappler and a second by Scott Claycomb. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea

Yea: 6, Nay: 0

5.7. Milk Bids 2020 - 2021

Accept the bid from Kemp's LeMars, for milk and other dairy products, for the 2021 - 2022 school year passed with a motion by Jessica Zuniga and a second by Robin Kappler. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea

Yea: 6, Nay: 0

5.8. Extra Duty Assignments

Approve extra duty assignments for the 2021-2022 school year passed with a motion by Scott Claycomb and a second by Chad Kendall. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea

Yea: 6, Nay: 0

5.9. Boys and Girl's Bowling

Approve adding boys and girls bowling at Waverly High School starting with the 2021-2022 school year passed with a motion by Jessica Zuniga and a second by Robin Kappler. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea

Yea: 6, Nay: 0

5.10. Amend 2020 - 2021 General Fund Budget of Disbursements and Transfers

Amend the 2020 - 2021 General Fund Budgeted Disbursements and Transfers from \$26,037,455 to \$27,363,348, related to the ESSR II and ESSR III grant funds of \$1,325,893, passed with a

motion by Chad Kendall and a second by Cheryl Landon. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea
Yea: 6, Nay: 0

5.11. Amend 2020 - 2021 Special Building Fund Budgeted Disbursements and Transfers

Amend the 2020 - 2021 Special Building Fund Budgeted Disbursements and Transfers from \$2,308,262.82 to \$4,335,262.82, reflecting the proceeds from the facilities note and the budget authority to spend the dollars on the track and turf project, passed with a motion by Cheryl Landon and a second by Robin Kappler. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea
Yea: 6, Nay: 0

5.12. Second Reading of Board Policies

Approve second read of Policies 4020, 4030, 5021 and 5023 passed with a motion by Scott Claycomb and a second by Robin Kappler. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea
Yea: 6, Nay: 0

5.13. First Read of Board Policies

Approve first read of Board Policies 3132, 3231, 4010, 5009 and 6025 passed with a motion by Robin Kappler and a second by Scott Claycomb. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea
Yea: 6, Nay: 0

5.14. Extend Superintendent Emergency Resolution

Approve extending the emergency resolution to the 2021-2022 school year passed with a motion by Cheryl Landon and a second by Chad Kendall. Scott Claycomb: Yea, Andy Grosshans: Yea, Robin Kappler: Yea, Chad Kendall: Yea, Cheryl Landon: Yea, Jessica Zuniga: Yea
Yea: 6, Nay: 0

6. Discussion Items

6.1. ACLU Letter

6.2. NASB Monthly Update

NASB Monthly update attached.

7. Convene Closed Session – There was no need for a closed session.

8. Reconvene to Open Session

9. Upcoming Board Activities

9.1. Committee Meetings

Policy Committee

Building, Grounds, Transportation Committee

Planning and Development Committee

Performance and Assessment Committee

Civics Committee

Board Trainings/Activity/Events

9.2. Board Meetings

The next scheduled board meeting is set for Tuesday, August 3rd at 7:00 p.m. in Waverly at our Central Office.

9.3. Board Training/Development

10. Adjournment

President Grosshans adjourned the meeting at 8:19 P.M.

11. For Your Information

The School District #145 – Board of Education reserves the right to convene a Closed Session for purposes in accordance with §84-1410(1).

Attest: Board Secretary

Recording Secretary

Hi Ross,

I hope this email finds you well. I wanted to let you know that I did accept a job offer outside of the district. Therefore, I will not be returning this upcoming school year. I will be working in a medical office in Lincoln using my degree and gaining experience in an office setting.

I do want to let you know that the entire staff there has been absolutely wonderful and I will miss you all dearly. I want to thank you all for a great couple years. The district, and *especially* the middle school, has the most amazing staff around, and I'm so genuinely thankful I was able to work alongside you all. I look forward to my kids entering the middle school years, because I know they will have the best of the best to help them succeed.

I am saddened that I will have to leave such an incredible team, but I hope that I can still see you all around occasionally. I also hope for the possibility of a potential future of working with you all again.

Please let me know if there is anything I need to do on my end. I am more than happy to stop by and drop off the binders of assignment keys I made so the next paras can utilize them.

I hope you are having a great summer, and I wish you all the absolute best this upcoming year.

Thank you,

Kari

To Whom It May Concern,

I am writing to inform you of my resignation as Waverly Junior Legion and High School JV baseball Coach. I have enjoyed my second stint at Waverly very much. Although this is a difficult decision, I am confident that this is the right time. In all, I have now spent roughly 8 years involved with the program. I have had the opportunity to participate in several district championships and be a part of several state tournaments in both the spring and summer, capped with a state championship this summer! Getting to know the community and these kids has been a real honor. The hardest part is leaving the kids and coaches. My goal has always been to leave it better than I have found it and I believe that is the case with both my stays at Waverly. I have come to this conclusion based on multiple reasons. My family, my business, and my future.

First and foremost is my family. My son will be starting activities and I don't want to miss a thing. Being gone as frequently as I have to be is hard enough as it is, when we throw in the activities it does not seem feasible. My beautiful daughter will be soon to follow! My wife is a saint and lets me "get away" with a lot, she would support me either way, but it would not match my goals as a Father or Husband.

My business as a Realtor is doing well. I have found something that works well for my family and I am able to serve people. However, it has dipped as a result of the amount of time required to do a proper job for the kids. I do not want to sacrifice what the boys deserve to compensate for business but the business is what supports my family. I certainly hope to serve many of you in the future.

The last factor is the effect on my future. I had wanted to be a teacher for many years and the schedule is much more suited to fit the needs of a baseball coach with a family. It has become clear that that opportunity is not going to surface. I don't always know why these things are but I trust the Good Lord has his reasons and is working through the doors he has opened for me. As many of you know, I have run for political office in the past and I do feel a pull that another run may be coming for me in the near future, which is another piece of this puzzle that will require time and focus.

I want to share how much I respect Coach Tewes and his knowledge of this game. None of the reasons have to do with him and, truth be told, it is very difficult to leave him at this juncture. I will be rooting him on and plan to stay close friends with him going forward.

In conclusion, I want to thank everyone involved at Waverly. I want to thank Coach Tewes, Coach Goodrich, Coach Youngdahl, Coach Brown, Coach Thomas Tewes, and Coach Stienmeyer. I want to thank the Legion Board and all the efforts, particularly on the field and preparations for the State Tournament. I want to thank the boys I have coached and their families. Finally, I want to thank Matt Warner and all of our sponsors who support the program. Waverly is a special community and I will always feel like a Viking.

Best,
Taylor Wyatt

Fund Balances as of:
July 28, 2021

Fund	June 30, 2021	Receipts	Expenditures	July 28, 2021
General	8,655,170.23	449,122.83	2,098,460.03	7,005,833.03
Building	2,992,950.10	11,726.03	927,692.56	2,076,983.57
Bond 15 Construction	53,724.64	-	-	53,724.64
Bond 2016 (Debt)	246,389.62	6,659.85	-	253,049.47
Bond 2015 (Debt)	352,806.72	9,338.84	-	362,145.56
Bond 2010 (Debt)	329,225.84	29.71	-	329,255.55
Bond 2008 (Debt)	209,874.63	8.05	-	209,882.68
Bond 11 A/B K-8 Debt	670,755.15	17,594.05	-	688,349.20
Bond 11 C 9-12 Debt	432,082.34	4,211.22	-	436,293.56
Hot Lunch	451,909.45	4,481.12	36,716.01	419,674.56
2003 QCPUF	8,076.84	0.62	-	8,077.46
2010 QCPUF	21,138.20	5.68	-	21,143.88
2012 QCPUF	125,621.46	2,864.45	-	128,485.91
2013 QCPUF	278,130.19	6,574.58	-	284,704.77
Depreciation	359,817.84	13.80	-	359,831.64
Total	15,187,673.25	512,630.83	3,062,868.60	12,637,435.48

Check #	Vendor Name	Amount			Amount
Account Number	Invoice	Description			Amount
Checking	1				
Checking	1	Fund: 01	GENERAL FUND		
67394	ADAM BAUMAN				263.38
01 2230 333 0 000	7/16/20- 6/30/21	MILEAGE 7/16/20-6/30/21			263.38
				Vendor Total:	263.38
67395	AIRGAS				107.10
01 1100 442 2 001	9980700134	CYLINDER RENTAL			107.10
1170				Vendor Total:	107.10
67396	AKRS EQUIPMENT SOLUTIONS INC				240.75
01 2630 610 1 003	2800522	SUPPLIES			48.15
01 2630 610 1 004	2800522	SUPPLIES			48.15
01 2630 610 1 006	2800522	SUPPLIES			48.15
01 2630 610 2 001	2800522	SUPPLIES			48.15
01 2630 610 2 002	2800522	SUPPLIES			48.15
				Vendor Total:	240.75
67397	ALEX HAUSER				21.11
01 2230 333 0 000	5/24/21- 7/21/21	MILEAGE 5/24/21-7/21/21			21.11
				Vendor Total:	21.11
67398	ALL ROAD BARRICADES				55.22
01 2620 610 1 004	SALE017544	SUPPLIES			55.22
				Vendor Total:	55.22
67399	AMANDA KUEHN				296.30
01 6408 334 0 000	1/12/21- 5/20/21	0-3 MILEAGE 1/12/21-5/20/21			296.30
67399	AMANDA KUEHN				135.02
01 6408 334 0 000	7/7/21- 7/28/21	3-5 MILEAGE 7/7/21-7/28/21			135.02
				Vendor Total:	431.32
67400	AMAZON CAPITAL SERVICES			(49.89)	
01 2230 734 0 000	14K6-QRNV- FF9Y	QR Bluetooth Wireless Barcode Scanner, S			(49.89)
67400	AMAZON CAPITAL SERVICES				26.37
01 2712 610 0 000	166L-16VM- 43XM	SEAT COVER			26.37
67400	AMAZON CAPITAL SERVICES			(32.56)	
01 2410 734 2 002	17TL-TW7Y- 3JPY	Dell Stereo SoundBar- AC511M			(32.56)
67400	AMAZON CAPITAL SERVICES				154.72
01 2410 733 2 002	1GH1-H9M1- 43WL	Amazon Basics 8-Sheet High- Security Micr			73.99
01 2410 733 2 002	1GH1-H9M1- 43WL	Amazon Basics 6-Sheet High- Security Micr			40.49
01 2410 733 2 002	1GH1-H9M1- 43WL	Post-it Pop-up Notes Dispenser, 3x3 in,			10.25
01 2410 733 2 002	1GH1-H9M1- 43WL	Portable Laptop Stand,Ergonomic Adjustab			29.99
67400	AMAZON CAPITAL SERVICES				38.58
01 1100 610 2 002	1KLQ-TQKX- 76FC	Fiesta del Tigre - By Mike Story - Condu			26.91
01 1100 610 2 002	1KLQ-TQKX- 76FC	Shipping/Handling			11.67
1194					
67400	AMAZON CAPITAL SERVICES				27.37

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 2230 610 0 000	1KN6-VWJ6-T3V4	REXBETI 4-Pack Utility Knife, Heavy Duty		10.99
01 2230 610 0 000	1KN6-VWJ6-T3V4	Monoprice 12/24 Screw for Rack, 50 -Piec		16.38
	67400 AMAZON CAPITAL SERVICES			757.84
01 1100 734 2 002 1111	1NQY-RWXT-GRHL	Logitech Rugged Folio - iPad (7th and 8t		492.00
01 1100 734 2 002 1111	1NQY-RWXT-GRHL	Logitech Crayon Digital Pencil for iPad		265.84
	67400 AMAZON CAPITAL SERVICES			215.85
01 2410 610 1 006	1PW3-VXMH-3WXH	HP 58X/CF258X/Toner Cartridge/Black/High		215.85
	67401 AMERICAN EXPRESS			119.27
01 2620 610 1 004	CORNHUSKWINO 70121	SUPPLIES		119.27
	67401 AMERICAN EXPRESS			52.49
01 2410 810 1 006	EVERNOTE 063021	EVERNOTE ANNUAL SUBSCR 6/30/21-6/29/22		52.49
	67401 AMERICAN EXPRESS			228.40
01 2320 810 0 000	FEES JUL 21	FEES JUL 2021		228.40
	67401 AMERICAN EXPRESS			643.44
01 2230 810 0 000	GREAT PLAINS 070621	GREAT PLAINS SUMMIT 2021 CONF REGISTRATI		643.44
	67401 AMERICAN EXPRESS			35.00
01 3535 320 0 000	NAG 070921	VIRTUAL SUMMER LEARNING SERIES		35.00
	67401 AMERICAN EXPRESS			604.40
01 2230 735 0 000	NAMECHEAP 071221	Renew PremiumSSL Wildcard for *.district		604.40
	67401 AMERICAN EXPRESS			399.00
01 2710 735 0 000	NOREGON 071421	BENDIX ACOM PRO SUBSCRIPTION		399.00
	67401 AMERICAN EXPRESS			300.00
01 2710 735 0 000	NOREGON 071521	ALLISON DOC FLEETS SUBSCRIPTION		300.00
	67401 AMERICAN EXPRESS			80.05
01 2212 890 0 000	PANERA 071621	MEETING LUNCH		80.05
	67401 AMERICAN EXPRESS			39.99
01 2410 810 1 006	RMILK.COM 063021	RMILK.COM ANNUAL SUBSCRIPTION		39.99
	67401 AMERICAN EXPRESS			195.00
01 2212 640 0 000	SHOP WITH US 070121	BLACK HISTORY BOOK		195.00
	67401 AMERICAN EXPRESS			2,532.00
01 2620 734 0 000	SYSTIME 063021	DELL COMPUTERS		1,899.00
01 2630 734 0 000	SYSTIME 063021	DELL COMPUTER		633.00
	67402 AMERICAN MESSAGING			37.07
01 2510 382 0 000	D3201922VH	SVS 8/1/21-8/31/21		37.07
	67403 APPLE, INC			1,596.00
		Vendor Total:		1,138.28
		Vendor Total:		5,229.04
		Vendor Total:		37.07

Check #	Vendor Name	Amount		Amount	
Account Number	Invoice	Description		Amount	
01 1100 734 2 002 1111	AF22205004	Personalized 10.2-inch iPad Wi-Fi 128GB		1,596.00	
			Vendor Total:		1,596.00
	67404 AT&S			125.00	
01 2620 431 1 004	152397-0013	STORAGE CONTAINER 7/7/21- 8/4/21		125.00	
			Vendor Total:		125.00
	67405 AUTO BODY SUPPLY, INC			34.50	
01 2710 610 0 000	262845	PAINT SUPPLIES		34.50	
			Vendor Total:		34.50
	67406 AUTO GLASS NATION, INC			256.00	
01 2710 610 0 000	1-29832	WINDSHIELD BUS 3		256.00	
			Vendor Total:		256.00
	67407 BARCODES INC			632.00	
01 2320 610 0 000	INV6638406	BADGE ACCESS CARDS		632.00	
			Vendor Total:		632.00
	67408 BECKY SCHROEDER			98.00	
01 6408 333 0 000	6/1/21- 6/29/21	3-5 MILEAGE 6/1/21-6/29/21		98.00	
	67408 BECKY SCHROEDER			61.60	
01 6408 333 0 000	6/8/21- 6/30/21	0-3 MILEAGE 6/8/21-6/30/21		61.60	
	67408 BECKY SCHROEDER			73.92	
01 6408 333 0 000	7/12/21- 7/28/21	0-3 MILEAGE 7/12/21-7/28/21		73.92	
	67408 BECKY SCHROEDER			81.09	
01 6408 333 0 000	7/6/21- 7/28/21	3-5 MILEAGE 7/6/21-7/28/21		81.09	
			Vendor Total:		314.61
	67409 BL ROLL-OFF CONTAINERS			290.00	
01 1100 340 2 002 1111	1060	15 YD OPEN TOP CONTAINER		290.00	
			Vendor Total:		290.00
	67410 BLACK DIAMOND ENTERPRISES INC			790.00	
01 2630 610 2 001	100236-3333	MULCH		790.00	
	67410 BLACK DIAMOND ENTERPRISES INC			790.00	
01 2630 610 2 001	100236-3351	MULCH		790.00	
	67410 BLACK DIAMOND ENTERPRISES INC			790.00	
01 2630 610 1 003	100236-3368	MULCH		790.00	
	67410 BLACK DIAMOND ENTERPRISES INC			790.00	
01 2630 610 2 001	100236-3400	MULCH		790.00	
	67410 BLACK DIAMOND ENTERPRISES INC			790.00	
01 2630 610 1 004	100236-3444	MULCH		790.00	
			Vendor Total:		3,950.00
	67493 BLUE CROSS BLUE SHIELD			260,786.89	
01 1100 281 1 003 1100	AUG 21-0001	HEALTH BENEFITS		4,403.73	
01 1100 281 1 004 1100	AUG 21-0001	HEALTH BENEFITS		5,591.52	
01 1100 281 1 003 1101	AUG 21-0001	HEALTH BENEFITS		2,970.11	
01 1100 281 1 004 1101	AUG 21-0001	HEALTH BENEFITS		9,024.31	
01 1100 281 1 003 1102	AUG 21-0001	HEALTH BENEFITS		3,437.89	

<u>Check #</u>	<u>Vendor Name</u>		<u>Amount</u>	
<u>Account</u>	<u>Number</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
01 1100 281 1 004		AUG 21-0001	HEALTH BENEFITS	7,034.53
1102				
01 6310 281 1 006		AUG 21-0001	HEALTH BENEFITS	788.41
01 6408 281 1 000		AUG 21-0001	HEALTH BENEFITS	2,854.94
01 6408 281 2 000		AUG 21-0001	HEALTH BENEFITS	2,148.93
01 2710 286 0 000		AUG 21-0001	HEALTH BENEFITS	615.95
01 2712 286 0 000		AUG 21-0001	HEALTH BENEFITS	615.94
01 3540 281 1 003		AUG 21-0001	HEALTH BENEFITS	1,862.14
01 3535 281 0 000		AUG 21-0001	HEALTH BENEFITS	1,625.83
01 6200 281 1 003		AUG 21-0001	HEALTH BENEFITS	1,862.14
01 6200 281 1 004		AUG 21-0001	HEALTH BENEFITS	1,044.00
01 2630 280 0 000		AUG 21-0001	HEALTH BENEFITS	2,140.98
01 2620 280 1 004		AUG 21-0001	HEALTH BENEFITS	713.66
01 2620 280 1 006		AUG 21-0001	HEALTH BENEFITS	713.66
01 2620 280 2 001		AUG 21-0001	HEALTH BENEFITS	356.83
01 2620 280 2 002		AUG 21-0001	HEALTH BENEFITS	356.83
01 2710 280 0 000		AUG 21-0001	HEALTH BENEFITS	713.66
01 2410 280 2 002		AUG 21-0001	HEALTH BENEFITS	1,320.40
01 2610 280 1 003		AUG 21-0001	HEALTH BENEFITS	1,427.32
01 2610 280 1 004		AUG 21-0001	HEALTH BENEFITS	1,427.32
01 2610 280 1 006		AUG 21-0001	HEALTH BENEFITS	1,427.32
01 2610 280 2 001		AUG 21-0001	HEALTH BENEFITS	3,568.30
01 2610 280 2 002		AUG 21-0001	HEALTH BENEFITS	2,140.98
01 2410 280 1 004		AUG 21-0001	HEALTH BENEFITS	713.66
01 2410 281 1 006		AUG 21-0001	HEALTH BENEFITS	1,915.89
01 2410 280 1 006		AUG 21-0001	HEALTH BENEFITS	713.66
01 2410 281 2 001		AUG 21-0001	HEALTH BENEFITS	2,595.34
01 2410 280 2 001		AUG 21-0001	HEALTH BENEFITS	1,427.32
01 2410 281 2 002		AUG 21-0001	HEALTH BENEFITS	1,915.89
01 2320 285 0 000		AUG 21-0001	HEALTH BENEFITS	1,915.89
01 2320 286 0 000		AUG 21-0001	HEALTH BENEFITS	1,915.89
01 2320 280 0 000		AUG 21-0001	HEALTH BENEFITS	2,140.98
01 2410 281 1 003		AUG 21-0001	HEALTH BENEFITS	1,915.89
01 2410 281 1 003		AUG 21-0001	HEALTH BENEFITS	713.66
01 2410 281 1 004		AUG 21-0001	HEALTH BENEFITS	1,426.82
01 2220 281 1 004		AUG 21-0001	HEALTH BENEFITS	1,117.28
01 2220 281 1 006		AUG 21-0001	HEALTH BENEFITS	945.45
01 2220 281 2 001		AUG 21-0001	HEALTH BENEFITS	1,575.75
01 2220 281 2 002		AUG 21-0001	HEALTH BENEFITS	1,307.87
01 2230 281 0 000		AUG 21-0001	HEALTH BENEFITS	1,915.89
01 2230 286 0 000		AUG 21-0001	HEALTH BENEFITS	2,034.06
01 2151 281 1 003		AUG 21-0001	HEALTH BENEFITS	1,394.36
01 2151 281 1 004		AUG 21-0001	HEALTH BENEFITS	931.07
01 2151 281 1 006		AUG 21-0001	HEALTH BENEFITS	931.07
01 2190 282 2 001		AUG 21-0001	HEALTH BENEFITS	(713.66)
01 2212 281 0 000		AUG 21-0001	HEALTH BENEFITS	1,256.96
01 2220 281 1 003		AUG 21-0001	HEALTH BENEFITS	1,375.16
01 2130 282 2 002		AUG 21-0001	HEALTH BENEFITS	713.66
01 2141 281 1 003		AUG 21-0001	HEALTH BENEFITS	383.18
01 2141 281 1 004		AUG 21-0001	HEALTH BENEFITS	383.18
01 2141 281 1 006		AUG 21-0001	HEALTH BENEFITS	383.18
01 2141 281 2 001		AUG 21-0001	HEALTH BENEFITS	383.18
01 2141 281 2 002		AUG 21-0001	HEALTH BENEFITS	383.17
01 2120 281 2 001		AUG 21-0001	HEALTH BENEFITS	2,533.69

<u>Check #</u>	<u>Vendor Name</u>			<u>Amount</u>
<u>Account</u>	<u>Number</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
01 2120 280 2 001		AUG 21-0001	HEALTH BENEFITS	713.66
01 2120 281 2 002		AUG 21-0001	HEALTH BENEFITS	3,491.64
01 2130 282 1 003		AUG 21-0001	HEALTH BENEFITS	29.54
01 2130 282 1 004		AUG 21-0001	HEALTH BENEFITS	713.66
01 2130 282 1 006		AUG 21-0001	HEALTH BENEFITS	713.66
01 1200 281 1 004 1222		AUG 21-0001	HEALTH BENEFITS	1,862.14
01 1200 281 2 001 1222		AUG 21-0001	HEALTH BENEFITS	577.88
01 1200 281 2 002 1222		AUG 21-0001	HEALTH BENEFITS	1,394.36
01 1200 281 2 001 1225		AUG 21-0001	HEALTH BENEFITS	1,181.07
01 2120 281 1 003		AUG 21-0001	HEALTH BENEFITS	697.18
01 2120 281 1 004		AUG 21-0001	HEALTH BENEFITS	1,862.14
01 1200 281 0 000 1214		AUG 21-0001	HEALTH BENEFITS	1,629.50
01 1200 281 1 003 1221		AUG 21-0001	HEALTH BENEFITS	4,768.28
01 1200 281 1 004 1221		AUG 21-0001	HEALTH BENEFITS	3,437.89
01 1200 281 1 006 1221		AUG 21-0001	HEALTH BENEFITS	3,119.47
01 1200 281 2 001 1221		AUG 21-0001	HEALTH BENEFITS	1,808.39
01 1200 281 2 002 1221		AUG 21-0001	HEALTH BENEFITS	5,586.42
01 1100 281 2 001 1193		AUG 21-0001	HEALTH BENEFITS	614.51
01 1100 281 2 002 1193		AUG 21-0001	HEALTH BENEFITS	1,484.67
01 1100 281 1 006 1194		AUG 21-0001	HEALTH BENEFITS	297.94
01 1100 281 2 001 1194		AUG 21-0001	HEALTH BENEFITS	1,229.01
01 1100 281 2 002 1194		AUG 21-0001	HEALTH BENEFITS	335.19
01 1200 281 2 001 1212		AUG 21-0001	HEALTH BENEFITS	957.95
01 1100 281 1 006 1190		AUG 21-0001	HEALTH BENEFITS	224.22
01 1100 281 2 001 1190		AUG 21-0001	HEALTH BENEFITS	577.88
01 1100 281 2 002 1190		AUG 21-0001	HEALTH BENEFITS	1,862.14
01 1100 281 1 003 1193		AUG 21-0001	HEALTH BENEFITS	1,394.36
01 1100 281 1 004 1193		AUG 21-0001	HEALTH BENEFITS	590.54
01 1100 281 1 006 1193		AUG 21-0001	HEALTH BENEFITS	590.53
01 1100 281 2 001 1174		AUG 21-0001	HEALTH BENEFITS	1,968.94
01 1100 281 2 002 1174		AUG 21-0001	HEALTH BENEFITS	414.53
01 1100 281 2 001 1176		AUG 21-0001	HEALTH BENEFITS	3,091.15
01 1100 281 2 002 1176		AUG 21-0001	HEALTH BENEFITS	2,130.02
01 1100 281 1 003 1190		AUG 21-0001	HEALTH BENEFITS	231.01

<u>Check #</u>	<u>Vendor Name</u>		<u>Amount</u>	
<u>Account</u>	<u>Number</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
01 1100 281 1 004	1190	AUG 21-0001	HEALTH BENEFITS	224.22
01 1100 281 2 002	1168	AUG 21-0001	HEALTH BENEFITS	1,925.90
01 1100 281 2 001	1169	AUG 21-0001	HEALTH BENEFITS	633.13
01 1100 281 2 002	1169	AUG 21-0001	HEALTH BENEFITS	907.18
01 1100 281 2 001	1170	AUG 21-0001	HEALTH BENEFITS	1,862.14
01 1100 281 2 002	1170	AUG 21-0001	HEALTH BENEFITS	2,650.01
01 1100 281 2 001	1172	AUG 21-0001	HEALTH BENEFITS	787.88
01 1160 281 1 003		AUG 21-0001	HEALTH BENEFITS	3,238.77
01 1160 281 1 006		AUG 21-0001	HEALTH BENEFITS	787.87
01 1100 281 1 003	1168	AUG 21-0001	HEALTH BENEFITS	1,575.75
01 1100 281 1 004	1168	AUG 21-0001	HEALTH BENEFITS	787.88
01 1100 281 1 006	1168	AUG 21-0001	HEALTH BENEFITS	787.87
01 1100 281 2 001	1168	AUG 21-0001	HEALTH BENEFITS	3,592.64
01 1100 281 2 001	1124	AUG 21-0001	HEALTH BENEFITS	4,734.47
01 1100 281 2 001	1130	AUG 21-0001	HEALTH BENEFITS	6,144.83
01 1100 281 2 001	1140	AUG 21-0001	HEALTH BENEFITS	7,589.81
01 1150 281 1 006		AUG 21-0001	HEALTH BENEFITS	787.88
01 1100 281 2 001	1153	AUG 21-0001	HEALTH BENEFITS	6,699.49
01 1100 281 2 001	1155	AUG 21-0001	HEALTH BENEFITS	577.88
01 1100 281 2 002	1106	AUG 21-0001	HEALTH BENEFITS	8,120.99
01 1100 281 2 002	1107	AUG 21-0001	HEALTH BENEFITS	10,016.46
01 1100 281 2 002	1108	AUG 21-0001	HEALTH BENEFITS	9,142.38
01 1100 281 2 001	1110	AUG 21-0001	HEALTH BENEFITS	7,564.12
01 1100 281 2 001	1114	AUG 21-0001	HEALTH BENEFITS	697.18
01 1100 281 2 002	1116	AUG 21-0001	HEALTH BENEFITS	126.06
01 1100 281 1 003	1103	AUG 21-0001	HEALTH BENEFITS	3,437.89
01 1100 281 1 006	1103	AUG 21-0001	HEALTH BENEFITS	7,087.45
01 1100 281 1 003	1104	AUG 21-0001	HEALTH BENEFITS	3,256.50
01 1100 281 1 006	1104	AUG 21-0001	HEALTH BENEFITS	5,458.93
01 1100 281 1 003	1105	AUG 21-0001	HEALTH BENEFITS	1,862.14
01 1100 281 1 006	1105	AUG 21-0001	HEALTH BENEFITS	5,406.70
Vendor Total:				260,786.89
67411 BRYANLGH MEDICAL CENTER EAST			150.00	

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 8000 913 2 001	IN259041.	ATHLETIC TRAINER MAY 2021		150.00
	67412 BUS PARTS WAREHOUSE		481.52	
01 2710 610 0 000	IN137367	PARTS		457.52
01 2712 610 0 000	IN137367	PARTS		24.00
	67413 CALEB HEISINGER		58.85	
01 2230 333 0 000	5/24/21-7/21/21	MILEAGE 5/24/21-7/21/21		58.85
	67414 CHARTER COMMUNICATIONS		94.98	
01 2320 340 0 000	010769007072 1	SVS 7/7/21-8/6/21		94.98
	67414 CHARTER COMMUNICATIONS		54.85	
01 2320 340 0 000	010815107102 1	SVS 7/10/21-8/9/21		54.85
	67415 CITY OF WAVERLY		1,010.27	
01 2610 410 1 006	1252001-0721	SVS 5/25/21-6/25/21		1,010.27
	67415 CITY OF WAVERLY		120.53	
01 2610 410 1 006	1254001-0721	SVS 5/25/21-6/25/21		120.53
	67415 CITY OF WAVERLY		98.29	
01 2610 410 0 000	1254501-0721	SVS 5/25/21-6/25/21		98.29
	67415 CITY OF WAVERLY		220.78	
01 2610 410 1 004	1521001-0721	SVS 5/25/21-6/25/21		220.78
	67415 CITY OF WAVERLY		197.78	
01 2610 410 2 001	1581001-0721	SVS 5/25/21-6/25/21		197.78
	67415 CITY OF WAVERLY		197.78	
01 2610 410 2 001	1582001-0721	SVS 5/25/21-6/25/21		197.78
	67415 CITY OF WAVERLY		566.38	
01 2610 410 2 001	1584001-0721	SVS 5/25/21-6/25/21		566.38
	67415 CITY OF WAVERLY		405.86	
01 2610 410 2 002	1584101-0721	SVS 5/25/21-6/25/21		405.86
	67415 CITY OF WAVERLY		104.90	
01 2610 410 0 000	1590501-0721	SVS 5/25/21-6/25/21		104.90
	67416 CLINT COLTON		1,450.00	
01 2630 431 1 004	S 0521	MOWING 5/13/20-5/20/21		250.00
01 2630 431 2 001	S 0521	MOWING 5/13/20-5/20/21		600.00
01 2630 431 2 002	S 0521	MOWING 5/13/20-5/20/21		600.00
	67417 COMPUTER HARDWARE, INC.		210.00	
01 2230 432 0 000	G15887	CHROMEBOOK REPAIR		210.00
	67417 COMPUTER HARDWARE, INC.		259.00	
01 2230 432 0 000	G16542	CHROMEBOOK REPAIR		259.00
	67417 COMPUTER HARDWARE, INC.		134.00	
01 2230 432 0 000	G16625	CHROMEBOOK REPAIR		134.00
	67417 COMPUTER HARDWARE, INC.		220.00	
01 2230 432 0 000	G16713	CHROMEBOOK REPAIR		220.00
	67417 COMPUTER HARDWARE, INC.		215.00	
01 2230 432 0 000	G16853	CHROMEBOOK REPAIR		215.00

Check #	Vendor Name	Amount		Amount	
Account Number	Invoice	Description		Vendor Total:	
	67418 CORNHUSKER INTNL TRUCKS INC	69.75			1,038.00
01 2710 610 0 000	3363444	CAB SPACERS	69.75		
	67418 CORNHUSKER INTNL TRUCKS INC	275.17			
01 2710 610 0 000	3363455	FUEL WATER SEPERATORS ENG AIR FILTER	275.17		
	67419 CRAIG HOMECARE	256.50			344.92
01 2131 340 1 003	7-7080-01	LPN SVS 6/15/21-6/22/21	256.50		
	67420 CULLIGAN	34.50			256.50
01 2320 610 0 000	94367-0721	WATER	34.50		
	67421 DAS STATE ACCOUNTING - CENTRAL FINANCE	232.49			34.50
01 2230 340 0 000	1275834	SVS JUN 2021	232.49		
	67422 DAVIDSON PLUMBING & WELDING INC	775.00			232.49
01 2620 431 2 001	07-9975	BACKFLOW	275.00		
01 2620 431 2 002	07-9975	BACKFLOW	100.00		
01 2620 431 1 006	07-9975	BACKFLOW	300.00		
01 2620 431 1 004	07-9975	BACKFLOW	100.00		
	67423 DECKER EQUIPMENT	84.79			775.00
01 2610 610 1 003	389080A	Electrical Switch Keys for Lights	26.34		
01 2610 610 1 003	389080A	Corner Dust Mop Head	43.50		
01 2610 610 1 003	389080A	S/H	14.95		
	67494 DEERE CREDIT	1,216.18			84.79
01 2630 442 0 000	AUG 21-0001	MOWER LEASE PMT AUG 21	276.21		
01 2630 442 0 000	AUG 21-0001	TRACTOR LEASE PMT AUG 21	646.91		
01 2630 442 0 000	AUG 21-0001	MOWER LEASE PMT AUG 21	173.45		
01 2630 442 0 000	AUG 21-0001	MOWER LEASE PMT AUG 21	119.61		
	67424 EAKES OFFICE SOLUTIONS	80.00			1,216.18
01 2410 610 1 006	8258044-0	COPIER STAPLES	80.00		
	67425 ECHO GROUP INC	213.53			80.00
01 2620 610 0 000	S9049779.001	SUPPLIES	213.53		
	67425 ECHO GROUP INC	57.64			
01 2630 610 2 001	S9072389.001	SUPPLIES	57.64		
	67426 ELECTRONIC CONTRACTING	764.60			271.17
01 2620 431 1 004	15274	SVS CALLS, REPLACE SMOKE DETECTOR	764.60		
	67426 ELECTRONIC CONTRACTING	52.00			
01 2620 431 2 002	15777	REPLACED BATTERIES	52.00		
	67427 ESU #4	189.00			816.60
01 2213 330 2 002	9504	LEADERSHIPRETREAT - C BELL	189.00		
	67428 ESU #6	121.25			189.00

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 2230 320 0 000	15387	TECH HOSTED SVS		121.25
67428 ESU #6			4,508.00	
01 1200 735 0 000	15416	SRS FEE 2021-2022		4,508.00
1215				
67428 ESU #6			75.00	
01 2212 320 0 000	15442	HEGGERTY TRAINING - ECHTERNKAMP, KASUSKE		75.00
67428 ESU #6			17.25	
01 1100 610 1 004	15514	LAMINATING		17.25
1111				
67428 ESU #6			82.00	
01 1100 610 2 002	15515	LAMINATING		82.00
1111				
67428 ESU #6			47.00	
01 1100 610 2 001	15516	LAMINATING		47.00
1111				
67428 ESU #6			11,968.72	
01 6408 320 0 000	JUNE 2021	PK PSYCOLOGIST SVS JUNE 2021		1,196.87
1002				
01 2141 320 1 004	JUNE 2021	PSYCOLOGIST SVS JUNE 2021		7,181.23
1002				
01 2141 320 1 006	JUNE 2021	PSYCOLOGIST SVS JUNE 2021		1,196.87
1002				
01 2141 320 2 002	JUNE 2021	PSYCOLOGIST SVS JUNE 2021		598.44
1002				
01 2141 320 2 001	JUNE 2021	PSYCOLOGIST SVS JUNE 2021		1,795.31
1002				
67428 ESU #6			9,872.78	
01 1200 320 1 000	JUNE 2021	HEARING RESOURDE SVS JUNE 2021		7,898.22
1215	4024			
01 1200 320 2 000	JUNE 2021	HEARING RESOURDE SVS JUNE 2021		1,974.56
1215	4024			
				Vendor Total: 26,692.00
67429 ESU COORDINATING COUNCIL			351.00	
01 2410 734 1 006	COOP001733	Movie Licensing - 500 Students		351.00
				Vendor Total: 351.00
67430 FACILITY ADVOCATES			125.00	
01 2620 431 1 004	1055	HEAT PUMP REPAIR		125.00
67430 FACILITY ADVOCATES			767.50	
01 2620 431 2 001	1062	REPLACED SOLENOID COIL		767.50
				Vendor Total: 892.50
67431 FIRST WIRELESS INC			98.50	
01 2710 610 0 000	WT61390	SPEAKERS		98.50
				Vendor Total: 98.50
67432 FOLLETT SCHOOL SOLUTIONS INC			774.26	
01 2220 640 1 004	865535F	34 books for Library per attached order		774.26
				Vendor Total: 774.26
67433 GRAINGER			44.08	
01 2620 610 1 003	9967977571	SUPPLIES		44.08
				Vendor Total: 44.08
67434 HEGGERTY			583.10	
01 2212 640 0 000	397857	Bridge The Gap Phonemic Awareness Interv		539.91
01 2212 640 0 000	397857	Shipping		43.19

Check #	Vendor Name	Amount		Amount	
Account Number	Invoice	Description		Vendor Total:	
	67435 HELENA AGRI-ENTERPRISES, LLC		1,823.45		583.10
01 2630 610 1 003	269060684	CHEMICALS		364.69	
01 2630 610 1 004	269060684	CHEMICALS		364.69	
01 2630 610 1 006	269060684	CHEMICALS		364.69	
01 2630 610 2 001	269060684	CHEMICALS		364.69	
01 2630 610 2 002	269060684	CHEMICALS		364.69	
				Vendor Total:	1,823.45
	67436 HIRERIGHT SOLUTIONS INC.		118.04		
01 2710 340 0 000	P1049793	SVS 6/1/21-6/30/21		118.04	
				Vendor Total:	118.04
	67437 HOME DEPOT PRO, THE		123.77		
01 2620 739 0 000	527332059	TOOLS		123.77	
	67437 HOME DEPOT PRO, THE		65.80		
01 2610 610 2 001	624198115	SUPPLIES		65.80	
	67437 HOME DEPOT PRO, THE		80.96		
01 2610 610 2 001	624469631	SUPPLIES		80.96	
	67437 HOME DEPOT PRO, THE		39.50		
01 2610 610 2 001	624469649	SUPPLIES		39.50	
	67437 HOME DEPOT PRO, THE		53.92		
01 2610 610 2 001	624747028	SUPPLIES		53.92	
	67437 HOME DEPOT PRO, THE		252.48		
01 2610 610 1 006	627525181	SUPPLIES		252.48	
				Vendor Total:	616.43
	67495 HOMETOWN LEASING		1,775.19		
01 2510 443 0 000	AUG 21-0001	COPIER LEASE PMT AUG 21		1,775.19	
				Vendor Total:	1,775.19
	67438 HORIZON BANK		19.74		
01 2710 626 0 000	PETTYCASH	FUEL		17.00	
	JUL 2021				
01 2320 610 0 000	PETTYCASH	SUPPLIES		2.74	
	JUL 2021				
				Vendor Total:	19.74
	67439 HUNTEL COMMUNICATIONS INC		57.50		
01 2230 432 0 000	238972	REMOTE SVS		57.50	
				Vendor Total:	57.50
	67440 HY-ELECTRIC		1,154.52		
01 2620 431 2 001	1180	ELECTRICAL JOBS		1,154.52	
				Vendor Total:	1,154.52
	67441 HY-VEE, INC.		192.48		
01 2212 890 0 000	5855927723	MEETING LUNCH		192.48	
				Vendor Total:	192.48
	67442 INTELEPEER CLOUD COMMUNICATION LLC		353.92		
01 2510 382 0 000	INV-214626	SVS 6/1/21-6/30/21		353.92	
				Vendor Total:	353.92
	67443 JOURNEYED.COM INC		2,000.00		
01 2230 735 0 000	10434970	Adobe-VIP License		2,000.00	
				Vendor Total:	2,000.00
	67444 KELLY SUPPLY COMPANY		17.58		
01 2630 610 1 004	S4342104-0	SUPPLIES		17.58	
				Vendor Total:	17.58
	67445 KNOWBE4 INC		4,860.00		

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 2230 735 0 000	INV140254	KnowBe4 Security Awareness Training Subs		4,860.00
			Vendor Total:	4,860.00
	67446 KSB SCHOOL LAW			1,248.00
01 2330 317 0 000	10313	SVS 6/2/21-6/25/21		1,248.00
			Vendor Total:	1,248.00
	67496 KUBOTA CREDIT CORP, USA			628.66
01 2630 442 0 000	91216713 - 0002	UTV LEASE PMT AUG 21		628.66
			Vendor Total:	628.66
	67447 KYLA BLUM			309.71
01 2151 320 2 002	7/20/21	SVS 7/20/21		290.00
01 2151 334 2 002	7/20/21	SVS 7/20/21		19.71
			Vendor Total:	309.71
	67448 LANCASTER CO ELECTION COMM			100.00
01 2310 890 0 000	2020	2020 GENERAL ELECTION		100.00
	ELECTION		Vendor Total:	100.00
	67449 LEARNING ALLY			990.00
01 6408 735 0 000	106112	INSTITUTION SEAT PACKAGE RENEWAL		495.00
01 6412 735 0 000	106112	INSTITUTION SEAT PACKAGE RENEWAL		495.00
			Vendor Total:	990.00
	67450 LINCOLN ELECTRIC SYSTEM			2,176.45
01 2610 621 2 001	023814703-0721	SVS 6/1/21-6/30/21		2,176.45
				6,559.30
01 2610 621 2 002	023832404-0721	SVS 6/1/21-6/30/21		6,559.30
				2,309.94
01 2610 621 2 002	023832504-0721	SVS 6/1/21-6/30/21		2,309.94
				17,655.26
01 2610 621 2 001	942809903-0721	SVS 6/1/21-6/30/21		17,655.26
				29.20
01 2610 621 1 006	944800203-0721	SVS 6/2/21-7/1/21		29.20
				2,282.26
01 2610 621 1 006	944800303-0721	SVS 6/1/21-6/30/21		2,282.26
				267.54
01 2610 621 1 006	944800403-0721	SVS 6/2/21-7/1/21		267.54
				142.56
01 2610 621 1 006	944800503-0721	SVS 6/2/21-7/1/21		142.56
				31.07
01 2610 621 1 006	944800603-0721	SVS 6/2/21-7/1/21		31.07
				2,639.05
01 2610 621 1 006	944800703-0721	SVS 6/1/21-6/30/21		2,639.05
				98.65

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 2610 621 1 006	944800803-0721	SVS 6/2/21-7/1/21		98.65
67450	LINCOLN ELECTRIC SYSTEM		138.13	
01 2610 621 0 000	944800903-0721	SVS 6/2/21-7/1/21		138.13
67450	LINCOLN ELECTRIC SYSTEM		139.28	
01 2610 621 0 000	944801003-0721	SVS 6/2/21-7/1/21		139.28
67450	LINCOLN ELECTRIC SYSTEM		2,391.09	
01 2610 621 1 004	944801103-0721	SVS 6/1/21-6/30/21		2,391.09
				Vendor Total: 36,859.78
67451	LINCOLN LOCK & SAFE		67.14	
01 2630 610 2 001	226401	KEYS		67.14
				Vendor Total: 67.14
67452	LINCOLN TRUCK CENTER		322.00	
01 2710 610 0 000	RA108002719:01	TRANSMISSION ISSUES BUS 2		322.00
				Vendor Total: 322.00
67497	MADISON NATIONAL LIFE INSURANCE CO INC		423.96	
01 2710 216 0 000	LIFE- AUG - 0004	LIFE INSURANCE		1.50
01 2712 216 0 000	LIFE- AUG - 0004	LIFE INSURANCE		1.50
01 1100 211 1 003	LIFE- AUG - 0004	LIFE INSURANCE		7.20
01 1100 211 1 004	LIFE- AUG - 0004	LIFE INSURANCE		12.00
01 1100 211 1 003	LIFE- AUG - 0004	LIFE INSURANCE		4.80
01 1100 211 1 004	LIFE- AUG - 0004	LIFE INSURANCE		12.00
01 1100 211 1 003	LIFE- AUG - 0004	LIFE INSURANCE		4.80
01 1100 211 1 003	LIFE- AUG - 0004	LIFE INSURANCE		4.80
01 1100 211 1 004	LIFE- AUG - 0004	LIFE INSURANCE		12.00
01 1100 211 1 003	LIFE- AUG - 0004	LIFE INSURANCE		4.80
01 3535 211 0 000	LIFE- AUG - 0004	LIFE INSURANCE		3.00
01 6200 211 1 003	LIFE- AUG - 0004	LIFE INSURANCE		2.40
01 6200 211 1 004	LIFE- AUG - 0004	LIFE INSURANCE		2.40
01 6310 211 1 006	LIFE- AUG - 0004	LIFE INSURANCE		1.54
01 6408 211 1 000	LIFE- AUG - 0004	LIFE INSURANCE		4.34
01 6408 211 2 000	LIFE- AUG - 0004	LIFE INSURANCE		5.03
01 2410 211 1 003	LIFE- AUG - 0004	LIFE INSURANCE		3.00
01 2410 211 1 004	LIFE- AUG - 0004	LIFE INSURANCE		3.00
01 2410 211 1 006	LIFE- AUG - 0004	LIFE INSURANCE		3.00
01 2410 211 2 001	LIFE- AUG - 0004	LIFE INSURANCE		7.50
01 2410 211 2 002	LIFE- AUG - 0004	LIFE INSURANCE		6.00
01 3540 211 1 003	LIFE- AUG - 0004	LIFE INSURANCE		2.40
01 2220 211 1 006	LIFE- AUG - 0004	LIFE INSURANCE		1.44

Check #	Vendor Name	Amount		
Account	Number	Invoice	Description	Amount
		0004		
01 2220 211 2 001		LIFE- AUG -	LIFE INSURANCE	2.40
		0004		
01 2220 211 2 002		LIFE- AUG -	LIFE INSURANCE	1.99
		0004		
01 2230 211 0 000		LIFE- AUG -	LIFE INSURANCE	3.00
		0004		
01 2320 215 0 000		LIFE- AUG -	LIFE INSURANCE	6.00
		0004		
01 2320 216 0 000		LIFE- AUG -	LIFE INSURANCE	3.00
		0004		
01 2151 211 1 004		LIFE- AUG -	LIFE INSURANCE	1.20
		0004		
01 2151 211 1 006		LIFE- AUG -	LIFE INSURANCE	1.20
		0004		
01 2190 211 2 001		LIFE- AUG -	LIFE INSURANCE	1.50
		0004		
01 2212 211 0 000		LIFE- AUG -	LIFE INSURANCE	3.00
		0004		
01 2220 211 1 003		LIFE- AUG -	LIFE INSURANCE	1.92
		0004		
01 2220 211 1 004		LIFE- AUG -	LIFE INSURANCE	1.44
		0004		
01 2141 211 1 003		LIFE- AUG -	LIFE INSURANCE	0.48
		0004		
01 2141 211 1 004		LIFE- AUG -	LIFE INSURANCE	0.48
		0004		
01 2141 211 1 006		LIFE- AUG -	LIFE INSURANCE	0.48
		0004		
01 2141 211 2 001		LIFE- AUG -	LIFE INSURANCE	0.48
		0004		
01 2141 211 2 002		LIFE- AUG -	LIFE INSURANCE	0.48
		0004		
01 2151 211 1 003		LIFE- AUG -	LIFE INSURANCE	2.40
		0004		
01 1200 211 2 001		LIFE- AUG -	LIFE INSURANCE	2.40
1225		0004		
01 2120 211 1 003		LIFE- AUG -	LIFE INSURANCE	1.20
		0004		
01 2120 211 1 004		LIFE- AUG -	LIFE INSURANCE	2.40
		0004		
01 2120 211 1 006		LIFE- AUG -	LIFE INSURANCE	2.40
		0004		
01 2120 211 2 001		LIFE- AUG -	LIFE INSURANCE	3.60
		0004		
01 2120 211 2 002		LIFE- AUG -	LIFE INSURANCE	4.80
		0004		
01 1200 211 2 001		LIFE- AUG -	LIFE INSURANCE	12.00
1221		0004		
01 1200 211 2 002		LIFE- AUG -	LIFE INSURANCE	9.60
1221		0004		
01 1200 211 1 004		LIFE- AUG -	LIFE INSURANCE	2.40
1222		0004		
01 1200 211 2 001		LIFE- AUG -	LIFE INSURANCE	2.40
1222		0004		
01 1200 211 2 002		LIFE- AUG -	LIFE INSURANCE	2.40
1222		0004		
01 1200 211 1 003		LIFE- AUG -	LIFE INSURANCE	0.00
1223		0004		
01 1100 211 2 002		LIFE- AUG -	LIFE INSURANCE	2.40
1194		0004		

Check #	Vendor Name	Amount
Account Number	Invoice Description	Amount
01 1200 211 2 001 1212	LIFE- AUG - LIFE INSURANCE 0004	1.20
01 1200 211 0 000 1214	LIFE- AUG - LIFE INSURANCE 0004	3.00
01 1200 211 1 003 1221	LIFE- AUG - LIFE INSURANCE 0004	7.20
01 1200 211 1 004 1221	LIFE- AUG - LIFE INSURANCE 0004	4.80
01 1200 211 1 006 1221	LIFE- AUG - LIFE INSURANCE 0004	7.20
01 1100 211 1 006 1193	LIFE- AUG - LIFE INSURANCE 0004	1.80
01 1100 211 2 001 1193	LIFE- AUG - LIFE INSURANCE 0004	0.79
01 1100 211 2 002 1193	LIFE- AUG - LIFE INSURANCE 0004	2.02
01 1100 211 1 003 1194	LIFE- AUG - LIFE INSURANCE 0004	0.12
01 1100 211 1 006 1194	LIFE- AUG - LIFE INSURANCE 0004	0.70
01 1100 211 2 001 1194	LIFE- AUG - LIFE INSURANCE 0004	1.58
01 1100 211 1 004 1190	LIFE- AUG - LIFE INSURANCE 0004	0.79
01 1100 211 1 006 1190	LIFE- AUG - LIFE INSURANCE 0004	0.79
01 1100 211 2 001 1190	LIFE- AUG - LIFE INSURANCE 0004	2.40
01 1100 211 2 002 1190	LIFE- AUG - LIFE INSURANCE 0004	2.40
01 1100 211 1 003 1193	LIFE- AUG - LIFE INSURANCE 0004	2.40
01 1100 211 1 004 1193	LIFE- AUG - LIFE INSURANCE 0004	1.80
01 1100 211 2 001 1172	LIFE- AUG - LIFE INSURANCE 0004	1.20
01 1100 211 2 001 1174	LIFE- AUG - LIFE INSURANCE 0004	3.60
01 1100 211 2 002 1174	LIFE- AUG - LIFE INSURANCE 0004	1.22
01 1100 211 2 001 1176	LIFE- AUG - LIFE INSURANCE 0004	4.39
01 1100 211 2 002 1176	LIFE- AUG - LIFE INSURANCE 0004	2.81
01 1100 211 1 003 1190	LIFE- AUG - LIFE INSURANCE 0004	0.82
01 1100 211 2 001 1168	LIFE- AUG - LIFE INSURANCE 0004	5.18
01 1100 211 2 002 1168	LIFE- AUG - LIFE INSURANCE 0004	4.80
01 1100 211 2 001 1169	LIFE- AUG - LIFE INSURANCE 0004	0.82
01 1100 211 2 002 1169	LIFE- AUG - LIFE INSURANCE 0004	2.40
01 1100 211 2 001 1170	LIFE- AUG - LIFE INSURANCE 0004	2.40
01 1100 211 2 002 1170	LIFE- AUG - LIFE INSURANCE 0004	3.60
01 1100 211 2 001 1155	LIFE- AUG - LIFE INSURANCE 0004	2.40
01 1160 211 1 003	LIFE- AUG - LIFE INSURANCE 0004	6.00

Check #	Vendor Name	Amount
Account Number	Invoice Description	Amount
01 1160 211 1 006	LIFE- AUG - LIFE INSURANCE 0004	1.20
01 1100 211 1 003 1168	LIFE- AUG - LIFE INSURANCE 0004	2.40
01 1100 211 1 004 1168	LIFE- AUG - LIFE INSURANCE 0004	1.80
01 1100 211 1 006 1168	LIFE- AUG - LIFE INSURANCE 0004	1.80
01 1100 211 2 002 1116	LIFE- AUG - LIFE INSURANCE 0004	0.38
01 1100 211 2 001 1124	LIFE- AUG - LIFE INSURANCE 0004	7.61
01 1100 211 2 001 1130	LIFE- AUG - LIFE INSURANCE 0004	10.42
01 1100 211 2 001 1140	LIFE- AUG - LIFE INSURANCE 0004	13.39
01 1150 211 1 006	LIFE- AUG - LIFE INSURANCE 0004	1.20
01 1100 211 2 001 1153	LIFE- AUG - LIFE INSURANCE 0004	12.00
01 1100 211 1 006 1105	LIFE- AUG - LIFE INSURANCE 0004	9.60
01 1100 211 2 002 1106	LIFE- AUG - LIFE INSURANCE 0004	18.38
01 1100 211 2 002 1107	LIFE- AUG - LIFE INSURANCE 0004	15.98
01 1100 211 2 002 1108	LIFE- AUG - LIFE INSURANCE 0004	16.42
01 1100 211 2 001 1110	LIFE- AUG - LIFE INSURANCE 0004	12.79
01 1100 211 2 001 1114	LIFE- AUG - LIFE INSURANCE 0004	1.20
01 1100 211 1 004 1102	LIFE- AUG - LIFE INSURANCE 0004	12.00
01 1100 211 1 003 1103	LIFE- AUG - LIFE INSURANCE 0004	4.80
01 1100 211 1 006 1103	LIFE- AUG - LIFE INSURANCE 0004	12.00
01 1100 211 1 003 1104	LIFE- AUG - LIFE INSURANCE 0004	4.80
01 1100 211 1 006 1104	LIFE- AUG - LIFE INSURANCE 0004	10.46
01 1100 211 1 003 1105	LIFE- AUG - LIFE INSURANCE 0004	2.40
67497	MADISON NATIONAL LIFE INSURANCE CO INC	2,794.76
01 6310 211 1 006	LTD- AUG 2- LTD INSURANCE 0002	8.66
01 6408 211 1 000	LTD- AUG 2- LTD INSURANCE 0002	28.69
01 6408 211 2 000	LTD- AUG 2- LTD INSURANCE 0002	33.37
01 2710 216 0 000	LTD- AUG 2- LTD INSURANCE 0002	7.81
01 2712 216 0 000	LTD- AUG 2- LTD INSURANCE 0002	7.82
01 3540 211 1 003	LTD- AUG 2- LTD INSURANCE 0002	15.39
01 3535 211 0 000	LTD- AUG 2- LTD INSURANCE 0002	23.04
01 6200 211 1 003	LTD- AUG 2- LTD INSURANCE 0002	10.66

Check #	Vendor Name	Amount	
Account Number	Invoice	Description	Amount
01 6200 211 1 004	LTD- AUG 2- 0002	LTD INSURANCE	16.13
01 2320 216 0 000	LTD- AUG 2- 0002	LTD INSURANCE	27.97
01 2410 211 1 003	LTD- AUG 2- 0002	LTD INSURANCE	23.59
01 2410 211 1 004	LTD- AUG 2- 0002	LTD INSURANCE	23.91
01 2410 211 1 006	LTD- AUG 2- 0002	LTD INSURANCE	25.08
01 2410 211 2 001	LTD- AUG 2- 0002	LTD INSURANCE	61.10
01 2410 211 2 002	LTD- AUG 2- 0002	LTD INSURANCE	49.15
01 2220 211 1 004	LTD- AUG 2- 0002	LTD INSURANCE	9.71
01 2220 211 1 006	LTD- AUG 2- 0002	LTD INSURANCE	8.00
01 2220 211 2 001	LTD- AUG 2- 0002	LTD INSURANCE	17.17
01 2220 211 2 002	LTD- AUG 2- 0002	LTD INSURANCE	14.74
01 2230 211 0 000	LTD- AUG 2- 0002	LTD INSURANCE	22.32
01 2320 215 0 000	LTD- AUG 2- 0002	LTD INSURANCE	42.20
01 2151 211 1 003	LTD- AUG 2- 0002	LTD INSURANCE	11.45
01 2151 211 1 004	LTD- AUG 2- 0002	LTD INSURANCE	7.69
01 2151 211 1 006	LTD- AUG 2- 0002	LTD INSURANCE	7.69
01 2190 211 2 001	LTD- AUG 2- 0002	LTD INSURANCE	11.80
01 2212 211 0 000	LTD- AUG 2- 0002	LTD INSURANCE	29.81
01 2220 211 1 003	LTD- AUG 2- 0002	LTD INSURANCE	11.80
01 2120 211 2 002	LTD- AUG 2- 0002	LTD INSURANCE	35.42
01 2141 211 1 003	LTD- AUG 2- 0002	LTD INSURANCE	3.69
01 2141 211 1 004	LTD- AUG 2- 0002	LTD INSURANCE	3.69
01 2141 211 1 006	LTD- AUG 2- 0002	LTD INSURANCE	3.69
01 2141 211 2 001	LTD- AUG 2- 0002	LTD INSURANCE	3.69
01 2141 211 2 002	LTD- AUG 2- 0002	LTD INSURANCE	3.69
01 1200 211 1 003 1223	LTD- AUG 2- 0002	LTD INSURANCE	0.00
01 1200 211 2 001 1225	LTD- AUG 2- 0002	LTD INSURANCE	15.46
01 2120 211 1 003	LTD- AUG 2- 0002	LTD INSURANCE	8.90
01 2120 211 1 004	LTD- AUG 2- 0002	LTD INSURANCE	15.76
01 2120 211 1 006	LTD- AUG 2- 0002	LTD INSURANCE	16.87
01 2120 211 2 001	LTD- AUG 2- 0002	LTD INSURANCE	29.70

Check #	Vendor Name		Amount	
Account	Number	Invoice	Description	Amount
01 1200 211 1 006 1221		LTD- AUG 2- 0002	LTD INSURANCE	44.83
01 1200 211 2 001 1221		LTD- AUG 2- 0002	LTD INSURANCE	78.41
01 1200 211 2 002 1221		LTD- AUG 2- 0002	LTD INSURANCE	65.24
01 1200 211 1 004 1222		LTD- AUG 2- 0002	LTD INSURANCE	17.69
01 1200 211 2 001 1222		LTD- AUG 2- 0002	LTD INSURANCE	18.82
01 1200 211 2 002 1222		LTD- AUG 2- 0002	LTD INSURANCE	16.47
01 1100 211 2 001 1194		LTD- AUG 2- 0002	LTD INSURANCE	14.59
01 1100 211 2 002 1194		LTD- AUG 2- 0002	LTD INSURANCE	12.12
01 1200 211 2 001 1212		LTD- AUG 2- 0002	LTD INSURANCE	10.23
01 1200 211 0 000 1214		LTD- AUG 2- 0002	LTD INSURANCE	27.22
01 1200 211 1 003 1221		LTD- AUG 2- 0002	LTD INSURANCE	48.69
01 1200 211 1 004 1221		LTD- AUG 2- 0002	LTD INSURANCE	22.36
01 1100 211 1 004 1193		LTD- AUG 2- 0002	LTD INSURANCE	8.85
01 1100 211 1 006 1193		LTD- AUG 2- 0002	LTD INSURANCE	8.85
01 1100 211 2 001 1193		LTD- AUG 2- 0002	LTD INSURANCE	5.44
01 1100 211 2 002 1193		LTD- AUG 2- 0002	LTD INSURANCE	13.22
01 1100 211 1 003 1194		LTD- AUG 2- 0002	LTD INSURANCE	0.50
01 1100 211 1 006 1194		LTD- AUG 2- 0002	LTD INSURANCE	4.83
01 1100 211 1 003 1190		LTD- AUG 2- 0002	LTD INSURANCE	6.05
01 1100 211 1 004 1190		LTD- AUG 2- 0002	LTD INSURANCE	5.87
01 1100 211 1 006 1190		LTD- AUG 2- 0002	LTD INSURANCE	5.87
01 1100 211 2 001 1190		LTD- AUG 2- 0002	LTD INSURANCE	14.37
01 1100 211 2 002 1190		LTD- AUG 2- 0002	LTD INSURANCE	15.64
01 1100 211 1 003 1193		LTD- AUG 2- 0002	LTD INSURANCE	12.01
01 1100 211 2 002 1170		LTD- AUG 2- 0002	LTD INSURANCE	20.62
01 1100 211 2 001 1172		LTD- AUG 2- 0002	LTD INSURANCE	9.37
01 1100 211 2 001 1174		LTD- AUG 2- 0002	LTD INSURANCE	24.64
01 1100 211 2 002 1174		LTD- AUG 2- 0002	LTD INSURANCE	8.21
01 1100 211 2 001 1176		LTD- AUG 2- 0002	LTD INSURANCE	31.45
01 1100 211 2 002 1176		LTD- AUG 2- 0002	LTD INSURANCE	18.22
01 1100 211 1 006 1168		LTD- AUG 2- 0002	LTD INSURANCE	10.81

Check #	Vendor Name	Amount		
Account	Number	Invoice	Description	Amount
01 1100 211 2 001 1168	LTD- AUG 2- 0002	LTD INSURANCE	42.62	
01 1100 211 2 002 1168	LTD- AUG 2- 0002	LTD INSURANCE	26.73	
01 1100 211 2 001 1169	LTD- AUG 2- 0002	LTD INSURANCE	6.14	
01 1100 211 2 002 1169	LTD- AUG 2- 0002	LTD INSURANCE	14.12	
01 1100 211 2 001 1170	LTD- AUG 2- 0002	LTD INSURANCE	17.75	
01 1100 211 2 001 1153	LTD- AUG 2- 0002	LTD INSURANCE	73.58	
01 1100 211 2 001 1155	LTD- AUG 2- 0002	LTD INSURANCE	19.37	
01 1160 211 1 003	LTD- AUG 2- 0002	LTD INSURANCE	40.12	
01 1160 211 1 006	LTD- AUG 2- 0002	LTD INSURANCE	7.88	
01 1100 211 1 003 1168	LTD- AUG 2- 0002	LTD INSURANCE	10.66	
01 1100 211 1 004 1168	LTD- AUG 2- 0002	LTD INSURANCE	10.81	
01 1100 211 2 001 1114	LTD- AUG 2- 0002	LTD INSURANCE	6.53	
01 1100 211 2 002 1116	LTD- AUG 2- 0002	LTD INSURANCE	2.49	
01 1100 211 2 001 1124	LTD- AUG 2- 0002	LTD INSURANCE	46.29	
01 1100 211 2 001 1130	LTD- AUG 2- 0002	LTD INSURANCE	67.83	
01 1100 211 2 001 1140	LTD- AUG 2- 0002	LTD INSURANCE	94.77	
01 1150 211 1 006	LTD- AUG 2- 0002	LTD INSURANCE	7.88	
01 1100 211 1 003 1105	LTD- AUG 2- 0002	LTD INSURANCE	12.98	
01 1100 211 1 006 1105	LTD- AUG 2- 0002	LTD INSURANCE	64.33	
01 1100 211 2 002 1106	LTD- AUG 2- 0002	LTD INSURANCE	118.27	
01 1100 211 2 002 1107	LTD- AUG 2- 0002	LTD INSURANCE	102.98	
01 1100 211 2 002 1108	LTD- AUG 2- 0002	LTD INSURANCE	115.10	
01 1100 211 2 001 1110	LTD- AUG 2- 0002	LTD INSURANCE	83.15	
01 1100 211 1 003 1102	LTD- AUG 2- 0002	LTD INSURANCE	23.45	
01 1100 211 1 004 1102	LTD- AUG 2- 0002	LTD INSURANCE	69.30	
01 1100 211 1 003 1103	LTD- AUG 2- 0002	LTD INSURANCE	30.12	
01 1100 211 1 006 1103	LTD- AUG 2- 0002	LTD INSURANCE	67.82	
01 1100 211 1 003 1104	LTD- AUG 2- 0002	LTD INSURANCE	32.05	
01 1100 211 1 006 1104	LTD- AUG 2- 0002	LTD INSURANCE	66.53	
01 1100 211 1 003 1100	LTD- AUG 2- 0002	LTD INSURANCE	43.01	
01 1100 211 1 004 1100	LTD- AUG 2- 0002	LTD INSURANCE	63.03	

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 1100 211 1 003 1101	LTD- AUG 2- 0002	LTD INSURANCE		29.46
01 1100 211 1 004 1101	LTD- AUG 2- 0002	LTD INSURANCE		78.81
			Vendor Total:	3,218.72
	67453 MATHESON TRI-GAS INC			55.79
01 2620 610 0 000	51816295	CYLINDER RENTAL		55.79
	67453 MATHESON TRI-GAS INC			107.45
01 2710 610 0 000	51816296	CYLINDER RENTAL		107.45
			Vendor Total:	163.24
	67454 MATTHEW SCHMEECKLE			62.28
01 2230 333 0 000	5/24/21- 6/28/21	MILEAGE 5/24/21-6/28/21		62.28
			Vendor Total:	62.28
	67455 MATTICE LOCK AND SAFE			917.68
01 2630 610 1 003	8597	PADLOCKS AND KEYS		183.54
01 2630 610 1 004	8597	PADLOCKS AND KEYS		183.54
01 2630 610 1 006	8597	PADLOCKS AND KEYS		183.54
01 2630 610 2 001	8597	PADLOCKS AND KEYS		183.53
01 2630 610 2 002	8597	PADLOCKS AND KEYS		183.53
	67455 MATTICE LOCK AND SAFE			696.00
01 2620 610 1 004	8648	OFFICE LOCK		696.00
	67455 MATTICE LOCK AND SAFE			180.00
01 2620 610 1 003	8949	KEYS		120.00
01 2620 610 1 004	8949	KEYS		60.00
			Vendor Total:	1,793.68
	67456 MCGRAW HILL			9,450.00
01 2212 640 0 000	118164315001	Psychology AP online subscriptions (6 Ye		9,450.00
	67456 MCGRAW HILL			6,413.49
01 2212 640 0 000	118169674001	HS Physical Science Four Year Bundle		6,210.00
01 2212 640 0 000	118169674001	S/H		203.49
	67456 MCGRAW HILL			2,415.00
01 2212 640 0 000	118171688001	HS Physical Science License 4 year		2,415.00
			Vendor Total:	18,278.49
	67457 MENARDS LINCOLN-NORTH			22.57
01 2620 610 0 000	4068	SUPPLIES		22.57
	67457 MENARDS LINCOLN-NORTH			30.97
01 2620 610 1 004	4643	SUPPLIES		30.97
	67457 MENARDS LINCOLN-NORTH			87.85
01 2710 610 0 000	4803	SUPPLIES		87.85
	67457 MENARDS LINCOLN-NORTH			116.39
01 2620 610 1 003	5075	SUPPLIES		116.39
	67457 MENARDS LINCOLN-NORTH			2.87
01 2620 610 1 003	5077	SUPPLIES		2.87
	67457 MENARDS LINCOLN-NORTH			16.33
01 2620 610 1 003	5622	SUPPLIES		16.33
	67457 MENARDS LINCOLN-NORTH			26.21
01 2630 610 1 004	5763	SUPPLIES		26.21
	67457 MENARDS LINCOLN-NORTH			156.25
01 2710 610 0 000	5777	SUPPLIES		156.25

Check #	Vendor Name	Amount		Amount	
Account Number	Invoice	Description		Vendor Total:	
67458	MENARDS LINCOLN-SOUTH	20.76			459.44
01 2712 610 0 000	63239	SUPPLIES		20.76	
67458	MENARDS LINCOLN-SOUTH	35.44			
01 2620 610 1 004	63689	SUPPLIES		35.44	
				Vendor Total:	56.20
67459	NATE LEE	31.36			
01 2230 333 0 000	7/12/21-7/19/21	MILEAGE 7/12/21-7/19/21		31.36	
				Vendor Total:	31.36
67460	NATHANIEL CLOUD	80.36			
01 2230 333 0 000	5/24/21-7/14/21	MILEAGE 5/24/21-7/14/21		80.36	
				Vendor Total:	80.36
67461	NAVIANCE INC	10,690.36			
01 2212 640 0 000	INV00124081	Middle and High School Naviance Subscrip		10,690.36	
				Vendor Total:	10,690.36
67462	NCS PEARSON ASSESMENTS	1,300.00			
01 6997 640 0 000	14810832	Q-I USER ACCESS TO 4-6 TESTS		550.00	
01 6997 640 0 000	14810832	Q-I SLP CONTENT ONLY		750.00	
67462	NCS PEARSON ASSESMENTS	6,251.25			
01 6997 640 0 000	14810973	QINTERACTIVE SITE LICENSE		6,251.25	
				Vendor Total:	7,551.25
67463	NEBRASKA SAFETY CENTER	825.00			
01 2710 340 0 000	57-8952	TRANSPORTATION COURSES		825.00	
				Vendor Total:	825.00
67464	NEVERWARE INC	600.00			
01 2230 735 0 000	INV-210707-0011445	CloudReady: Education - Annual. 7/1/2021		600.00	
				Vendor Total:	600.00
67467	O'REILLY AUTOMOTIVE STORES INC	(56.59)			
01 2710 610 0 000	5824-204186	RETURNED PARTS		(56.59)	
67467	O'REILLY AUTOMOTIVE STORES INC	(705.71)			
01 2710 610 0 000	5824-204552	RETURNED PARTS		(705.71)	
67467	O'REILLY AUTOMOTIVE STORES INC	80.61			
01 2712 610 0 000	5824-204614	BRAKE PADS SUB 5		80.61	
67467	O'REILLY AUTOMOTIVE STORES INC	76.90			
01 2630 610 1 006	5824-205018	FILTERS		15.38	
01 2630 610 2 001	5824-205018	FILTERS		15.38	
01 2630 610 2 002	5824-205018	FILTERS		15.38	
01 2630 610 1 003	5824-205018	FILTERS		15.38	
01 2630 610 1 004	5824-205018	FILTERS		15.38	
67467	O'REILLY AUTOMOTIVE STORES INC	111.33			
01 2710 610 0 000	5824-205019	BRAKE PADS CAR 30		111.33	
67467	O'REILLY AUTOMOTIVE STORES INC	294.27			
01 2710 610 0 000	5824-205052	JACK STANDS, BRAKE ROTORS CAR 30		294.27	
67467	O'REILLY AUTOMOTIVE STORES INC	136.07			
01 2712 610 0 000	5824-205897	BATTERY EXP 3		136.07	
67467	O'REILLY AUTOMOTIVE STORES INC	40.10			
01 2710 610 0 000	5824-205948	U-JOINTS RANGER		40.10	

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
67467	O'REILLY AUTOMOTIVE STORES INC		184.76	
01 2712 610 0 000	5824-205949	O2 SENSORS SUB 5		184.76
67467	O'REILLY AUTOMOTIVE STORES INC		16.82	
01 2710 610 0 000	5824-206005	TRANS OUTPUT SEAL RANGER		16.82
67467	O'REILLY AUTOMOTIVE STORES INC		18.99	
01 2712 610 0 000	5824-206656	BONDO		18.99
				Vendor Total: 197.55
67465	OFFICE DEPOT		2.25	
01 1200 610 2 001	176247978001	pocket folders		2.25
1221				
67465	OFFICE DEPOT		194.98	
01 2410 733 2 002	181598700001	Bush Business Furniture 2 Shelf Bookcase		194.98
				Vendor Total: 197.23
67466	OMAHA WORLD HERALD		1,095.00	
01 2310 540 0 000	I0000237960- ADV 0614			1,095.00
67466	OMAHA WORLD HERALD		835.00	
01 2310 540 0 000	I0000240943- ADV 0627			835.00
				Vendor Total: 1,930.00
67468	PRESTO X COMPANY		51.00	
01 2620 431 1 003	3070993	PEST CONTROL SVS 7/20/21		51.00
67468	PRESTO X COMPANY		56.00	
01 2620 431 2 001	3080945	PEST CONTROL SVS 7/21/21		56.00
67468	PRESTO X COMPANY		56.00	
01 2620 431 2 002	3080946	PEST CONTROL SVS 7/21/21		56.00
67468	PRESTO X COMPANY		51.00	
01 2620 431 1 004	3080947	PEST CONTROL SVS 7/21/21		51.00
67468	PRESTO X COMPANY		56.00	
01 2620 431 1 006	3080948	PEST CONTROL SVS 7/21/21		56.00
				Vendor Total: 270.00
67469	QUADIENT LEASING USA, INC		655.41	
01 2510 531 0 000	N8944187	COPIER LEASE 8/3/21-11/2/21		655.41
				Vendor Total: 655.41
67470	RACHEL KORNFELD		100.00	
01 1100 320 2 001	REIMB 8/4/21	DIVERSITY WORKSHOP		100.00
1193				
				Vendor Total: 100.00
67471	REAMS		83.49	
01 2630 610 1 004	4860173-001	SPRINKLER PARTS		83.49
				Vendor Total: 83.49
67472	RECYCLING ENTERPRISES OF NE, INC.		365.00	
01 2620 431 1 004	21A3688	RECY SVS JULY 2021		65.00
01 2620 431 1 006	21A3688	RECY SVS JULY 2021		65.00
01 2620 431 2 002	21A3688	RECY SVS JULY 2021		65.00
01 2620 431 2 001	21A3688	RECY SVS JULY 2021		85.00
01 2620 431 1 003	21A3688	RECY SVS JULY 2021		85.00
				Vendor Total: 365.00
67473	SCHOOL DISTRICT #145-IMPREST		85.00	
01 2620 431 0 000	LCHD 072721	SPECIAL WASTE PERMIT RENEWAL		85.00
				Vendor Total: 85.00

Check #	Vendor Name	Amount
Account Number	Invoice Description	Amount
67474	SCHOOL DISTRICT 145 DEPRECIATION FUND	190.44
01 2230 432 0 000	AMEX IFIXIT MacBook Air 13" (Late 2010-2021 2017) Battery	190.44
67474	SCHOOL DISTRICT 145 DEPRECIATION FUND	1,394.96
01 6408 610 0 000	ESU10 2021 NEWS-2-YOU	189.70
01 6408 610 0 000	ESU10 2021 UNIQUE LEARNING SYSTEM	1,106.26
01 6408 610 0 000	ESU10 2021 ESSENTIAL LEARNING PATHWAY	99.00
67474	SCHOOL DISTRICT 145 DEPRECIATION FUND	7,491.26
01 1100 733 2 001 1111	HS VIRCO 2021 Chair Desk, Zuma Series, Articulating ta	6,654.50
01 1100 733 2 001 1111	HS VIRCO 2021 Mobile Table, Stool Table Series, 17 hig	836.76
67474	SCHOOL DISTRICT 145 DEPRECIATION FUND	7,925.00
01 2230 734 0 000	LIGHTSPEED 2021 REDCAT ACCESS WITH FLEXMIKE	7,805.00
01 2230 734 0 000	LIGHTSPEED 2021 2.4V Rechargeable Battery Pack	120.00
67474	SCHOOL DISTRICT 145 DEPRECIATION FUND	2,676.00
01 1100 610 2 002 1111	MS DIETZE 2021 Oboe	2,676.00
67474	SCHOOL DISTRICT 145 DEPRECIATION FUND	1,253.25
01 2230 610 0 000	TECH AMAZON 2021 Avery Self-Adhesive White Removable Lase	33.76
01 2230 734 0 000	TECH AMAZON 2021 ASUS CHROMEBOX3-NC356U Mini PC with Inte	690.00
01 2230 734 0 000	TECH AMAZON 2021 Logitech Rugged Folio - iPad (7th and 8t	492.00
01 2230 610 0 000	TECH AMAZON 2021 Scotch Heavy Duty Packaging Tape, 1.88"	17.60
01 2230 610 0 000	TECH AMAZON 2021 18" Stretch Film/Wrap 1500 feet 7 Layers	19.89
67474	SCHOOL DISTRICT 145 DEPRECIATION FUND	165.00
01 2230 432 0 000	TECH TRAFERA 2021 UNIVERSAL 11" NON-TOUCH LCD PANEL for Le	165.00
67474	SCHOOL DISTRICT 145 DEPRECIATION FUND	252.12
01 2410 610 1 006	WIS SCHL SPEC 2021 House of Doolittle Academic Seasonal Des	24.59
01 2410 610 1 006	WIS SCHL SPEC 2021 House of Doolittle Desk Pad Calendar Jan	12.78
01 2410 610 1 006	WIS SCHL SPEC 2021 Oxford 8-pocket Project Organizer	325.92
01 2410 610 1 006	WIS SCHL SPEC 2021 House of Doolittle Academic Weekly Plann	24.58
01 2410 610 1 006	WIS SCHL SPEC 2021 35% Discount	(135.75)
67474	SCHOOL DISTRICT 145 DEPRECIATION FUND	11,685.33
01 1100 733 1 006 1111	WIS VIRCO 2021 Bookcase, 3 Adjustable Shelves Silver Mi	623.20
01 1100 733 1 006 1111	WIS VIRCO 2021 ADD FOR LIFT GATE SERVICE	150.00
01 1100 733 1 006 1111	WIS VIRCO 2021 Chair, Zuma Series, Rocker, 17-3/4" H Se	442.72

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
01 1100 733 1 006 1111	WIS VIRCO 2021	Table, 4000 Series, Activity Table, Stan		771.69
01 1100 733 1 006 1111	WIS VIRCO 2021	Stool, 121 Series, 18" Seat Height, Hard		1,940.88
01 1100 733 1 006 1111	WIS VIRCO 2021	Mobile Table, Stool Table Series, 17 Hig		6,415.36
01 1100 733 1 006 1111	WIS VIRCO 2021	Task Chair, Standard Black Air Mesh Seat		819.84
01 1100 733 1 006 1111	WIS VIRCO 2021	Bookcase, 1 Adjustable Shelf Silver Mist		521.64
			Vendor Total:	33,033.36
	67475 SCHOOL SPECIALTY, INC.		51.67	
01 1100 610 2 001 1111	208127179278	No. 2 pencils		51.67
			Vendor Total:	51.67
	67476 SOFTWARE UNLIMITED INC		5,145.00	
01 2320 735 0 000	20210531-45	ANNUAL FEE 9/1/21-8/31/22		5,145.00
			Vendor Total:	5,145.00
	67477 SOUTHERN CARLSON		332.92	
01 2710 610 0 000	OM43253139	SUPPLIES		332.92
			Vendor Total:	332.92
	67478 SPECTRUM PAINT		124.00	
01 2620 610 2 001	804856211	PAINT		124.00
			Vendor Total:	124.00
	67479 SYMMETRY ENERGY SOLUTIONS, LLC		12,703.32	
01 2610 621 1 003	10356444	SVS FEB 2021		2,410.86
01 2610 621 1 004	10356444	SVS FEB 2021		102.08
01 2610 621 1 006	10356444	SVS FEB 2021		3,899.01
01 2610 621 2 001	10356444	SVS FEB 2021		6,008.70
01 2610 621 0 000	10356444	SVS FEB 2021		282.67
			Vendor Total:	11,697.69
01 2610 621 1 003	10767484	SVS 2/19/21-3/23/21		2,403.90
01 2610 621 1 004	10767484	SVS 2/19/21-3/23/21		138.32
01 2610 621 1 006	10767484	SVS 2/19/21-3/23/21		3,637.96
01 2610 621 2 001	10767484	SVS 2/19/21-3/23/21		5,283.56
01 2610 621 0 000	10767484	SVS 2/19/21-3/23/21		233.95
			Vendor Total:	24,401.01
	67480 TJ CABLE & UNDERGROUND SVS, LLC		350.00	
01 2230 340 0 000	TJ2021-1460	JUNE 2021 LOCATES		350.00
			Vendor Total:	350.00
	67481 TRACTOR SUPPLY COMPANY		34.99	
01 2620 610 0 000	100179184	SUPPLIES		34.99
	67481 TRACTOR SUPPLY COMPANY		71.96	
01 2620 610 2 002	100179629	SUPPLIES		71.96
	67481 TRACTOR SUPPLY COMPANY		8.99	
01 2620 610 0 000	100180323	SUPPLIES		8.99
	67481 TRACTOR SUPPLY COMPANY		36.93	
01 2620 610 0 000	100180822	SUPPLIES		36.93
	67481 TRACTOR SUPPLY COMPANY		6.99	
01 2620 610 0 000	100182491	SUPPLIES		6.99
	67481 TRACTOR SUPPLY COMPANY		21.99	
01 2710 610 0 000	200068217	SUPPLIES		21.99
			Vendor Total:	181.85

Check #	Vendor Name	Amount		Amount
Account Number	Invoice	Description		Amount
67482	TRAFERA			640.00
01 2230 734 0 000	I000221960	Google Chrome Management Perpetual EDU L		640.00
			Vendor Total:	640.00
67483	UNITE PRIVATE NETWORKS LLC			2,783.32
01 1100 735 2 001	SI-21-016076	ETHERNET SVS 7/1/21-7/31/21 1111		1,391.66
01 1100 735 1 003	SI-21-016076	ETHERNET SVS 7/1/21-7/31/21 1111		1,391.66
			Vendor Total:	2,783.32
67484	UNMC			3,737.16
01 1200 320 0 000	1840000792	JA JUNE 21 SCHOOL SVS 1215		3,737.16
			Vendor Total:	3,737.16
67485	US GAMES DIVISION OF BSN SPORTS			597.00
01 2230 735 0 000	913109555	FG SW License - Hosted Renewal. Once pur		597.00
			Vendor Total:	597.00
67486	VALENTINO'S			81.12
01 1100 610 2 001	5527	STOCK MARKET CHALLENGE LUNCH 1176		81.12
67486	VALENTINO'S			198.26
01 2212 890 0 000	6524	MEETING LUNCH		198.26
			Vendor Total:	279.38
67487	VOICE NEWS			326.25
01 2310 540 0 000	3004995	ADV		326.25
			Vendor Total:	326.25
67488	VOSS LIGHTING			389.00
01 2620 610 1 006	10206178-00	SUPPLIES		389.00
67488	VOSS LIGHTING			106.00
01 2620 610 1 004	10206226-00	SUPPLIES		106.00
			Vendor Total:	495.00
67489	WAHOO-WAVERLY-ASHLAND NEWSPAPERS			12.67
01 2310 540 0 000	I0000234866- 0603	ADV		12.67
67489	WAHOO-WAVERLY-ASHLAND NEWSPAPERS			82.02
01 2310 540 0 000	I0000237482- 0617	ADV		82.02
67489	WAHOO-WAVERLY-ASHLAND NEWSPAPERS			188.80
01 2310 540 0 000	I0000237803- 0617	ADV		188.80
			Vendor Total:	283.49
67490	WAVERLY NEWS, THE			98.59
01 2320 610 0 000	2708421- 21/22	21-22 SUBSCRIPTION CO		98.59
			Vendor Total:	98.59
67491	WINDSTREAM			122.21
01 2510 382 0 000	091879297- 0721	SVS 6/25/21-7/24/21		122.21
67491	WINDSTREAM			658.42
01 2510 382 0 000	091881971- 0721	SVS 7/13/21-8/12/21		658.42
			Vendor Total:	780.63
67492	WOLFE HARDWARE			19.99

BOARD REPORT FOR PERIOD ENDING AUGUST 3, 2021

<u>Check #</u>	<u>Vendor Name</u>		<u>Amount</u>		<u>Amount</u>
<u>Account Number</u>	<u>Invoice</u>	<u>Description</u>			
01 2620 739 0 000	313170	TOOLS			19.99
	67492 WOLFE HARDWARE		53.57		
01 2620 610 0 000	315060	SUPPLIES			53.57
	67492 WOLFE HARDWARE		15.58		
01 2630 610 1 004	315488	SUPPLIES			15.58
				Vendor Total:	89.14
				Fund Total:	490,433.60
				Checking Account Total:	490,433.60
				Deere Credit:	358.83
				Payroll:	1,368,879.27
				Total:	\$1,859,671.70

Account Number		Current Budget	Expended During Month	Expenditures to Date	% of Budget
01	GENERAL FUND				
1100	REGULAR INSTRUCTION	\$11,033,148.00	\$854,142.04	\$9,477,530.08	85.90
1150	LEP PROGRAM	\$48,321.00	\$3,868.95	\$44,952.74	93.03
1160	POVERTY	\$293,336.00	\$25,165.38	\$279,369.22	95.24
1200	SPED INSTRUCTIONAL PROGRAMS - SCHOOL AGE	\$3,497,498.00	\$244,485.14	\$2,824,723.27	88.34
1300	SUMMER SCHOOL	\$0.00	\$674.20	\$674.20	0.00
1321	DISTRICT MATH	\$0.00	\$0.00	\$0.00	0.00
1440	DIVERSIFIED OCCUPATIONS	\$0.00	\$0.00	\$0.00	0.00
2120	GUIDANCE SERVICES	\$675,657.00	\$54,226.44	\$604,284.63	89.44
2130	HEALTH SERVICES-REGULAR EDUCATION	\$195,813.00	\$18,719.37	\$176,944.58	90.36
2131	HEALTH SERVICES - SCHOOL AGE SPED	\$0.00	\$1,558.38	\$49,276.75	0.00
2141	PSYCHOLOGICAL SERVICES	\$112,810.00	\$8,994.15	\$128,911.11	114.27
2151	SPEECH PATHOLOGY	\$177,469.00	\$18,224.59	\$222,053.23	125.12
2161	OCCUPATIONAL THERAPY	\$7,900.00	\$0.00	\$1,267.92	16.05
2162	OCCUPATIONAL THERAPY AGES 3-5	\$0.00	\$0.00	\$0.00	0.00
2171	PHYSICAL THERAPY RELATED SERVICES	\$0.00	\$0.00	\$11,218.71	0.00
2181	VISUALLY IMPAIRED/VISION SERVICES	\$3,600.00	\$0.00	\$18,535.04	514.86
2190	SCHOOL ACTIVITIES/ATHLETICS	\$481,462.00	\$30,011.83	\$472,539.50	98.15
2212	INSTRUCTION AND CURRICULUM DEVELOPMENT	\$467,177.00	\$40,218.28	\$416,297.19	89.11
2213	INSTRUCTIONAL STAFF TRAINING	\$31,300.00	\$163.00	\$455.52	1.46
2220	LIBRARY/MEDIA SERVICES	\$448,753.00	\$35,436.78	\$402,729.84	89.74
2230	TECHNOLOGY	\$588,067.00	\$38,192.58	\$503,164.05	85.56
2310	BOARD OF EDUCATION	\$144,642.00	\$4,306.91	\$108,236.05	74.83
2320	OFFICE OF SUPERINTENDENT	\$607,163.00	\$50,864.26	\$544,273.04	89.64
2330	DISTRICT LEGAL SERVICES	\$90,000.00	\$3,577.50	\$58,745.08	65.27
2410	OFFICE OF THE PRINCIPAL	\$1,367,557.00	\$114,578.91	\$1,187,137.45	86.81
2510	SUPPORT SERVICES/BUSINESS	\$259,584.00	\$7,165.15	\$179,647.71	69.21
2610	OPERATION OF BUILDINGS	\$1,575,388.00	\$96,460.11	\$1,283,064.90	81.44
2620	MAINTENANCE OF BUILDINGS	\$1,659,783.00	\$27,219.60	\$668,733.46	40.29
2630	CARE AND UPKEEP OF GROUNDS	\$290,021.00	\$22,923.80	\$261,658.53	90.22
2710	TRANSPORTATION-REG	\$993,836.00	\$50,171.68	\$700,512.79	70.49
2712	TRANSPORTATION-SPED SCHOOL AGE	\$183,100.00	\$7,466.75	\$90,290.96	49.31
3400	GRANTS FROM CORPORATIONS/ OTHER INTERESTS	\$5,500.00	\$1,067.50	\$4,452.42	80.95
3535	HIGH ABILITY LEARNER	\$138,813.00	\$11,077.33	\$123,315.57	88.84
3540	STATE EARLY CHILDHOOD	\$115,521.00	\$8,998.03	\$43,088.29	37.30
3575	NEBRASKA INNOVATION GRANT	\$0.00	\$0.00	\$0.00	0.00
4400	SPED CONTRACTED SRVS PRESCHOOL	\$0.00	\$0.00	\$0.00	0.00
4401	PRESCHOOL SPED	\$0.00	\$0.00	\$0.00	0.00
4416	CENTER BASED SPEECH-SPED	\$0.00	\$0.00	\$0.00	0.00
4581	EDUCATION JOBS-NON-SPED EDUCATION	\$0.00	\$0.00	\$0.00	0.00
4590	ARRA NON-SPECIAL ED. INSTRUCTIONAL PRGM	\$0.00	\$0.00	\$0.00	0.00
4592	ARRA LEP INSTRUCTIONAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
4593	ARRA POVERTY PROGRAM	\$0.00	\$0.00	\$0.00	0.00
4610	ARRA IDEA PART B ENROLLMENT/POVERTY	\$0.00	\$0.00	\$0.00	0.00
4630	ARRA IDEA PRESCHOOL ENROLLMENT/POVERTY	\$0.00	\$0.00	\$0.00	0.00
4810	ARRA ESEA TITLE I PART A	\$0.00	\$0.00	\$0.00	0.00
4900	ESEA CHAPTER II SECONDARY	\$0.00	\$0.00	\$0.00	0.00
4950	REFUGEE CHILDREN	\$0.00	\$0.00	\$0.00	0.00
4991	ESEA TITLE II-PART A	\$0.00	\$0.00	\$0.00	0.00
4992	ESEA TITLE IV PART A-DRUG FREE	\$0.00	\$0.00	\$0.00	0.00

Account Number	Current Budget	Expended During Month	Expenditures to Date	% of Budget
4993 ESEA TITLE II PART D	\$0.00	\$0.00	\$0.00	0.00
5000 DEBT SERVICES	\$0.00	\$0.00	\$0.00	0.00
6200 TITLE 1-PART A	\$212,001.00	\$15,068.13	\$170,957.19	80.64
6210 TITLE I ACCOUNTABILITY	\$0.00	\$0.00	\$0.00	0.00
6310 TITLE II-PART A	\$55,139.00	\$4,191.56	\$46,137.50	83.67
6404 IDEA PART B BASE ALLOCATION	\$0.00	\$0.00	\$0.00	0.00
6406 IDEA PRESCHOOL 619 BASE	\$5,838.00	\$0.00	\$5,838.00	100.00
6408 IDEA PART B BIRTH-21	\$421,753.00	\$37,380.87	\$402,012.22	95.32
6410 6410	\$0.00	\$0.00	\$0.00	0.00
6412 IDEA PART B PROPORTIONATE SHARE	\$0.00	\$1,675.98	\$12,684.57	0.00
6996 CARES-ACT-ESSER FUND	\$107,205.00	\$0.00	\$107,205.00	100.00
6997 ESSER II	\$0.00	\$216,176.57	\$216,176.57	0.00
8000 TRANSFERS	\$42,300.00	\$42,450.00	\$47,360.45	111.96
01 GENERAL FUND	\$26,037,455.00	\$2,096,901.75	\$21,896,455.33	84.10

~~84.10~~
86.63%

Special Building Fund, Bond Fund, Qualified Capital Purpose Undertaking Fund, Bond Debt Service, and Depreciation Fund Claims for August 3, 2021

Special Building Fund

DLR Group (\$7,512.82) – Payment is for professional services (\$7,512.82) related to the Waverly High School Track and Field Renovation Project.

DLR Group (\$3,227.50) - Payment is for professional services (\$3,227.50 expanded construction services) related to School District 145 2020 – 2021 construction projects.

Facility Advocates, LLC (8,410.00) – Payment is for labor and materials to replace two heat pump variable frequency drives at Hamlow Elementary.

Facility Advocates, LLC (\$1,910.00) – Payment is for labor and materials to replace a control board on a heat pump at Hamlow Elementary.

Facility Advocates, LLC (\$10,394.00) – Payment is for labor and materials to replace a cooling compressor on a roof top cooling at Waverly High School.

Nemaha Landscape Construction (\$69,960.00) – Payment Applications #4 is for labor and materials related to the Waverly High School Track and Field Project.

Nemaha Landscape Construction (\$450,870.00) – Payment Applications #5 is for labor and materials related to the Waverly High School Track and Field Project.

Shepard Floors (\$7,850.00) – Payment is for labor and materials to refinish the gym floors at Waverly High School, Waverly Middle School, Waverly Intermediate School, and Eagle Elementary School.

Sports Facility Maintenance, LLC (\$8,785.00) – Payment is for labor and materials to inspect bleachers, gym divider curtains, and basketball backboards at all District 145 gymnasiums.

Terracon (\$4,740.25) – Payment is for professional services, concrete and soil testing, related to the Waverly High School Track and Field Renovation Project.

USA Hoich Irrigation (\$22,625.00) – Payment is for labor and materials to install landscape irrigation at Hamlow Elementary.

Bond Series 2015 / 2016 Construction Proceeds

No claims this month.

Qualified Capital Purpose Undertaking

No claims this month.

Bond Debt Service

No Claims this month.

Depreciation Fund

August, 2021 Fiscal Year to Date Expenses Compared to Budget = \$1,518,474 under budget or 6.01%.

Option Enrollment Program

A. Application Process and Time Lines

For a student to attend School District 145-Waverly as an option student, the student's parent or legal guardian shall submit an application to the Board of Education between September 1 and March 15 for enrollment during the following school year. A new application must be submitted each year.

The application deadline may be waived by the Board of Education between March 16 and August 1, provided that the application contains a release approval from the resident district and satisfies any other requirements of law.

The School District 145-Waverly Superintendent or designee shall inform applicants of their status, and 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 14 days after submission.

The Superintendent or designee is hereby authorized to execute such waivers as established and process option enrollment applications per policy on behalf of the School District #145 Board of Education.

B. Reasons for rejection of applications:

1. Capacity – An option enrollment application shall be rejected in the event that it would cause to exceed the maximum capacity set annually by the board of education at an official meeting. The capacity of all programs, classes, grade levels, and special education programs is based on available staff, facilities, projected enrollment, contractual arrangements and availability of appropriate special education programs.

2. Timeliness – An option enrollment application shall be rejected in the event the application is not filed on a timely basis in accordance to establish filing deadlines and the filing deadline has not been waived. All option students must be officially enrolled in classes/grades by August 1 of the school year for which they have applied. Failure to do so, will result in rejection of application.

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 or designee determines that the application:

was not submitted on a form prescribed by the State Department of Education,

was not complete, or accurately filled in,

does not contain additional information which was requested,

is not required by law to be accepted.

However, any acceptance or rejection of applications may NOT be legally made on the basis of previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, previous disciplinary proceedings, and (without limitation) race, national origin, and gender.

C. Priority of Acceptance

Priority shall be accorded in the following order:

1. Applicants required by law to be accepted regardless of capacity.
2. Children of employees, or of newly hired certified employees of the district.
3. Applicants who were residing in District 145 when their residence was annexed into another district. These students must complete option enrollment applications for subsequent years, but are not subject to capacity limits*.
4. Applicants who have moved out of the district, but who were attending District 145 at the time of the move. Students may conclude the current school year as residents. These students must complete option enrollment applications for subsequent years, but are not subject to capacity limits*.
5. Applicants who plan to move into District 145, and who provide evidence in the form of a rental agreement, purchase agreement, or building contract. Applicants must occupy a residence in the district within one year of the initial application, or lose priority status.
6. Earliest filing date. Filing dates are determined 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. 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 the application is for attendance during the immediately following and subsequent school years.

E. 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., evidence of birth date, physical examination, and immunization), shall be required to enroll on a full-time basis, and

shall be required to adhere to conduct, rules and regulations. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

The parent or legal guardian of the option student shall be responsible for required transportation. An option student may be transported, free of charge, provided the student meets the assigned bus at a pick-up location at a regular pick-up stop within the assigned route and the bus is not at capacity as determined by the administration. Option students who qualify for free lunches are eligible for either free transportation or reimbursement of transportation costs from the school district as provided by state statute. 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.

Policy Revised: 8/6/18

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
- 3) Implement a Control System procedure;
- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made

- available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
 - 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The

District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. §§ 200, et seq.

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The School District 145-Waverly 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.

The School District 145-Waverly 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: Delanie McMillan, Director of Student Services, 14511 Heywood St., Waverly, NE 68462, (402) 786-2321(delanie.mcmillan@district145.org).

Employees and Others: Cory Worrell, Human Resources Director, (Superintendent) 14511 Heywood St., Waverly, NE 68462, (402) 786-2321(cory.worrell@district145.org).

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:**

The School District 145-Waverly 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. § 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. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)

Uniform Service Employment and Reemployment Rights Act (USERRA),
38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: 8/6/18
Policy Revised: 08/03/2020

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The School District 145-Waverly 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.

The School District 145-Waverly 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: Delanie McMillan, Director of Student Services, 14511 Heywood St., Waverly, NE 68462, (402) 786-2321(delanie.mcmillan@district145.org).

Employees and Others: Cory Worrell, Human Resources Director, (Superintendent) 14511 Heywood St., Waverly, NE 68462, (402) 786-2321(cory.worrell@district145.org).

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 for Civil Rights in the U.S. Department of Education (OCR), please contact 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:**

The School District 145-Waverly is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and 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 (designated coordinator). 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 (“discrimination”) 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 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. § 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, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, 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.

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.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

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 will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

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.

Article 5

STUDENTS

Policy No. 5009

Date of Adoption: 8/6/18
Policy Revised: 08/03/2020

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

Special Education Policies

It is the intention of School District 145 to comply with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will publish annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents. The District will screen and evaluate all children with suspected disabilities birth through age 21, and will implement practical methods to track which children are currently receiving special education and related services. The District will provide student referrals that are accompanied by documentation of scientific, research, or evidence-based academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time to show effect or lack of effect that demonstrates the child is not making a sufficient rate of progress to meet age or state-approved, grade-level standards within a reasonable

INSTRUCTION

6025

time frame. The District will provide sustained supervision to monitor the implementation of compliant practices for the Child Find Rule. The District will use supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of Child Find, paying particular attention to the communities experiencing disproportionality in the schools. All District Child Find activities will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

4.5. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.10E Legal Reference: 92 NAC 51-007

5.6. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

The District will: (1) develop and implement written procedures for implementation of the Least Restrictive Environment (LRE) Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the LRE Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the LRE Rule; (4) use the supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of least restrictive environment, paying particular attention to the disproportionate group; (5) ensure that every Individualized Education Programs (IEP) team meaningfully considers various support systems and activities that could be used to assist students with disabilities (SWD) to be educated successfully in general education classes prior to the consideration of pullout special education services; (6) ensure that special education teachers provide support to general education teachers in a variety of ways including, but not limited to, consultation, implementation of accommodations or modifications, and co-teaching; (7) ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in the disproportionate group, for special education and related services; (8) ensure that, in determining the educational placement of a child with a disability, including a preschool child with a disability, each district ensures that the placement decision is made by a group of persons including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data,

INSTRUCTION

6025

and the placement options. Particular attention is paid to the disproportionate group; (9) ensure that placement discussions are based upon a completed IEP developed by the IEP team, focused on individualized student needs; and (10) ensure that the IEP teams review the students' progress at least annually to determine appropriate placement and progress towards annual goals.

Legal Reference: 92 NAC 51-008.01 through 008.011

6.7. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 ~~and 016.01 through 016.07C~~

8. Disciplinary Removal of Children with Disabilities

The District will (1) develop and implement written procedures for disciplining students with disabilities (the "Discipline Rules"); (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Discipline Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the Discipline Rules; (4) use supervision and monitoring data, disaggregated by race/ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of discipline (including but not limited to: de-escalation techniques, functional behavior assessment, behavior intervention planning, and manifestation determination procedures); (5) ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining suspension of a child with a disability, and ensure that data shows that these considerations are equitably made by race/ethnicity; (6) notify parents on the day that the decision is made to make a removal that constitutes a change in placement of a child with a disability because of violation of a code of child conduct, and send parents copies of the procedural safeguards; (7) provide educational services for students removed fewer than 10 days to enable the student to continue to participate in the general educational curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Programs, with data showing that these services are equitably provided by race/ethnicity; (8) ensure that within 10 school days of any decision to change placement of a child with a disability because of a violation of a code of student conduct, the IEP Team will review all relevant information in the file to determine whether the conduct in question was caused by or had a direct and substantial relationship to the child's disability or the conduct was the direct result of the district's failure to implement the IEP, and that such determinations are made equitably by race/ethnicity; and (9) ensure that, if the IEP Team makes a determination that the conduct was a manifestation of the child's disability, then the IEP Team conducts a functional behavioral assessment, unless the District conducted a FBA before the behavior that resulted in the change of placement occurred, and implements a behavioral intervention plan.

Legal Reference: 92 NAC 51-016

7.9. Evaluation and Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated and identified **and reevaluated** in accordance with 92 NAC 51-006. . The District will: (1) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule; (2) provide sustained supervision to monitor the implementation of compliant practices for the Evaluation and Reevaluation Rule; (3) use the supervision and monitoring data,

INSTRUCTION

6025

disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of evaluation and reevaluation, as well as the appropriate technical assistance/professional development to any schools and/or personnel identified in such data; (4) conduct a reevaluation of each child with a disability at least once every 3 years, unless the parent and the District agree that a reevaluation is unnecessary; (5) use a variety of assessment tools and strategies to gather relevant academic, functional, and developmental information about the child, including information provided by the parents, and information related to enabling the child to be involved in and progress in the general education curriculum that may assist in determining: (i) Whether the child is a child with a disability, and (ii) The content of the child's individualized education program; (6) use more than one procedure to determine whether a child has a disability and the appropriate educational program for the child; (7) use technically sound instruments to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; (8) select assessments and other evaluation materials in a manner that (i) does not discriminate on a racial or cultural basis, (ii) is provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer, (iii) has been validated for the specific purpose for which they are used, and (iv) are administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the assessments; and (9) provide high quality, sustained professional learning activities on the written procedures for appropriate District and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

8.10. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law. Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9.11. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 51-007.16. By the third birthday of such a child, an individualized education program or an individualized family service plan shall be developed and be implemented for the child. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 51-007-16 through 00716B16

10.12. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 012.08E and 015.01 through 015.09

11.13. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12.14. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

13.15. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race, and ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14.16. Access to Instructional Materials

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15B

15.17. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C003-10

16.18. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation under 92NAC51-006 to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D2; 21 U.S.C. §812(c)

17.19. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18.20. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19.21. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

22. Eligibility Determinations

The District will (1) develop written procedures for implementation of the Eligibility Determination Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Eligibility Determination Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the Eligibility Determination Rule; (4) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of eligibility; (5) ensure Individualized Education Programs (IEPs) are developed for children with a determination made of having a disability that has: (a) an adverse effect on educational performance (academic, functional, and/or developmental) and (b) requires special education and related services; (6) ensure that an eligibility report, which documents the area of disability, is completed and placed in each child's special education folder, with the eligibility report providing statements for each component of the

INSTRUCTION

6025

eligibility and be comprehensive enough to serve as the evaluation report when necessary; (7) ensure the completion of the administration of assessments and other measures that the Multidisciplinary Evaluation Team (a group of qualified professionals and the parents of the child) determine whether the child is a child with a disability and the educational needs of the child; (8) ensure appropriate consideration of the exclusionary factor for reading (a child is not to be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in reading, including the essential components of reading instruction as defined in section 1208(3) of ESEA); (9) ensure appropriate consideration of the exclusionary factor for math (a child must not be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in math); (10) ensure appropriate consideration of the exclusionary factor for Limited English Proficiency (LEP) (a child will not be determined to be a child with a disability if the primary factor for that determination is limited English proficiency); and (11) ensure (1) evaluation data draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations as well as the information about the child’s physical condition, social or cultural background, and adaptive behavior and (2) that information obtained from all these sources is documented and carefully considered.

Legal Reference: 92 NAC [51-006.04](#)

Legal Reference:

34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. § 79-1110 to 79-1167
92 NAC 5, [52 and 55](#)

Policy Adopted: 8/01/16

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

BusinessVideo Surveillance

1. Purpose. The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.
2. Placement. Video cameras and similar ~~devises~~ devices are authorized to be used on school facilities, school vehicles and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this Policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.
3. Notice. Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student parent and staff handbooks. ~~in at each the driveway building entrance on district property and other locations and by including a notice in the District 145 Handbook student parent and staff handbooks.~~
4. Viewing Monitors and Video Recordings. Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are: school administrators, school staff members with a direct involvement with the recorded contents of the specific video recording and employees or agents responsible for the technical operations of the system (for technical purposes only).

School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law.

~~Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video. Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.~~

5. Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.
6. Video Recordings as Education Records. Video recordings which are considered to be "education records" within the scope of FERPA shall be maintained in accordance with

FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the focus of the video recording.

For example, if the video recording shows a student violating a school rule, the video recording is an education record of that student. It may be viewed on request by that student's parent (or the student if age 18 or older). ~~The video recording may not be viewed by, nor will a copy be given to, others without the parent's written consent unless a FERPA exception exists.~~ **only where the specific student is the focus of the video recording.** ~~The video recording may not be viewed by, nor will a copy be given to, others without the parent's written consent unless a FERPA exception exists.~~

In the event more than one student is a focal point of the video recording, it may be an education record of each such student. ~~This would be the~~ **This would be the** ~~In this case, for example, if two students are recorded fighting. In that event, for example, if two students are recorded fighting. In that event,~~ the school would ~~not~~ allow ~~both set of both set of~~ parents **or students** ~~an opportunity on request an opportunity on request~~ to view the video, ~~but will not give a copy of the video to either set of parents, without the written consent of the other student's parent.~~ ~~but will not give a copy of the video to either set of parents, without the written consent of the other student's parent.~~

7. Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.
8. Maintaining the Integrity of the Video Surveillance System. The building principals ~~or other district appointed staff~~ shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. ~~The use of a video surveillance system shall not place a duty on the school district to regularly monitor live camera images and/or video recordings, and it shall not place on the school district any additional duty in regard to providing a safe school environment.~~ Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this Policy, shall be subject to appropriate disciplinary action (up to and including expulsion, for a student, and termination, for a staff member) and referral to appropriate law enforcement authorities.

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232(g) (34 C.F.R Part 99)
State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts (Feb. 1989)
Schedule 24: Local Agencies General Records (March 2005)
Electronic Imaging Guidelines (March 2003)

Date of Adoption: [Insert Date]

COMMUNITY RELATIONS

1235 (a)

Parental Involvement

The School District 145 Board of Education after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall cause to be prepared a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the District to encourage communications from parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian as set forth in SS 79-4,157, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District experimental evaluation methodologies,

experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision-making processes to the professional staff, administration and board of education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the students of the District.

Legal Reference: LB 1161

Parental Involvement in Educational Law

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: Laws 2008, LB 205
Student Discipline act, Neb. Rev. Stat. “79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed
December 2006

Policy Adopted: 07/07/08

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

STUDENT FEES POLICY

The Board of Education of School District 145, Waverly 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 "1," which provides further specifics of student fees and materials required of students for the current 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, and erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- (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, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.
- (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 caused with 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. District provided equipment and/or attire may not be kept by the student and may only be used as determined by school officials. 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 and baseball 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, mouthpieces, and the like) are the

responsibilities of the student participant.

STUDENTS

5033

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular 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 extracurricular activities for the current 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 students 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.

(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

5033

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. In order for a fee to be waived the student and or student’s parent(s), guardian, or legal representative shall file a fee waiver application with school officials prior to the event, activity, purchase of supplies, materials, attire, or the payment of student fees. The fee waiver application will be reviewed and eligibility will be determined in a timely manner by district administrators.

(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.

Policy Adopted: 06/03/02
Policy Revised: 07/07/03
Policy Revised: 08/04/03

Policy Revised: 07/05/05
Policy Revised: 07/03/06
Policy Revised: 07/06/09
Policy Revised: 07/02/12

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

**Appendix“1” to the Student Fees Policy of
School District 145**

Additional Specification of Required Materials and Fees

(Note) This information is part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, please refer to Policy 5033. Generally, dollar amounts are stated in terms of “maximums.”

Elementary 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
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; chorus	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. Refundable damage deposit of \$20.00 may be charged for use of school owned instrument. Chorus Shirts \$20.00
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 that may be handed out by the office or individual teachers.
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	Maximum of \$50 per session.

STUDENTS**Appendix to 5033**

Copies	Use of school copiers in accordance with board policy.	Five cents (.05) per page when charges apply.
School Meals		Breakfast / Lunch—Based on Board approved rates Prices may vary depending on the number of meals or items purchased by the student, and may be adjusted during the year. Milk and Crackers (K-2) are subject to approved rates.

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 athletic socks, running shorts, T-shirt
Art, Family and Consumer Science, shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing that may get paint on it or otherwise be damaged; protective clothing for shop classes. Specific project fee not to exceed \$20. Students may elect to exceed the per project fee and will assume all related costs.
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$20.00 may be assessed for use of school owned instrument.
School Meals		Breakfast / Lunch—Based on Board approved rates. Prices may vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
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 that may be handed out by the office or individual teachers.
Summer school courses	Classes offered during the summer, or at night, if any.	Maximum of \$200 per class for WHS and \$50 per WMS session.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$25 per semester may be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers in accordance with board policy.	Five cents (.05) per page when charges apply.
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.

STUDENTS**Appendix to 5033**

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 vendors involved.
Locker usage	Use of school padlock	Refundable damage/loss deposit of \$10 per year may be required for students who wish to use a school locker.
Parking	Use of school parking lot during school day	Students will be required to park on school grounds in accordance with school regulations. Parking fines may be issued not to exceed \$5.00 per ticket.
Technology	Use of chromebooks for instruction.	Each student would pay a \$20.00 optional fee to use a chromebook during the school year.

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	Admission fees are set annually by the Board of Education. Students may purchase an Activity Ticket for the school year. For District and Conference events hosted by the School, fee to be determined by the conference or by NSAA.																										
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																										
3. Athletic Participation Fee	Fee to participate in athletic programs.	None; However, the Board of Education may elect to establish an athletic participation fee.																										
4. Equipment and attire	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.	<p>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, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1" data-bbox="865 1157 1349 1938"> <tbody> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Tennis</td> <td>Tennis racquet</td> </tr> <tr> <td>Cross County</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>Soccer</td> <td>Soccer shin guards</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Drama</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>No additional</td> </tr> <tr> <td>Baseball</td> <td>Baseball glove</td> </tr> <tr> <td>Cheerleading and Dance Team Squads</td> <td>Shoes, approved uniforms (top & skirt; pants; jacket), poms</td> </tr> </tbody> </table>	Basketball	No additional	Tennis	Tennis racquet	Cross County	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Soccer	Soccer shin guards	Softball	Softball glove	Speech/Drama	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	No additional	Baseball	Baseball glove	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; pants; jacket), poms
Basketball	No additional																											
Tennis	Tennis racquet																											
Cross County	No additional																											
Football	Mouthpiece																											
Golf	Golf bag & clubs																											
Soccer	Soccer shin guards																											
Softball	Softball glove																											
Speech/Drama	Dress attire; copies of research																											
Track	No additional																											
Volleyball	Volleyball knee pads																											
Wrestling	No additional																											
Baseball	Baseball glove																											
Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; pants; jacket), poms																											

STUDENTS

Appendix to 5033

			and other Accessories
5. Locker use	Padlock for gym locker	Refundable damage deposit of \$10 per season will be required.	
6. Camps and clinics	Registration and other costs of camps or clinics	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.	
7. 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/damage fee of up to \$50.00.	
Clubs/Organizations			
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Future Farmers (FFA)	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	Annual dues not to exceed \$50.00 per club.	
VICA Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Spanish / German Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Art Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Science Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Students Against Destructive Decisions (SADD)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Quill and Scroll	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
History Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Drama Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Academic Team (Quiz	State & national dues,	Annual dues not to exceed \$50.00 per club.	

STUDENTS

Appendix to 5033

Bowl)	meals and activities	
International Thespian Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	Admission fees will be set annually and reflect admission prices for athletic events.
2. School dances	Admission to prom, homecoming, etc.	\$50.00 per event
3. Class dues		None
4. 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 or purchase of graduation robes, caps, tassels, class flowers, 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.
5. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored special 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.

Policy Adopted: 06/03/02
 Policy Revised: 07/07/03
 Policy Revised: 08/04/03
 Policy Revised: 07/05/05
 Policy Revised: 07/03/06
 Policy Revised: 07/06/09
 Policy Revised: 07/02/12
 Policy Revised: 08/05/19

SCHOOL DISTRICT 145
 WAVERLY, NEBRASKA

STUDENTS

Policy Revised: 08/10/2020

Appendix to 5033

2021-2022 TEACHER HANDBOOK SCHOOL DISTRICT #145 TABLE OF CONTENTS

Foreword

	Page	
Section 1	Intent of Handbook	1
Section 2	Information About School District #145	1
Section 3	School Mission Statement	2
Section 4	Members of the Board of Education	3
Section 5	Administrative Staff	3
Section 6	District Staff	3

Article 1 – School Calendar and Schedules

	Page	
Section 1	School Calendar	4
Section 2	Daily Schedule	4
Section 3	Shortened Schedule	4
Section 4	Severe Weather and School Cancellations	4
Section 5	Contract Days	5
Section 6	Make-Up Days	5

Article 2 – Employment, Compensation and Benefits

	Page	
Section 1	Employment	6
Section 2	Assignments	6
Section 3	Personnel File	6
Section 4	Grievances and Complaints	7
Section 5	Compensation	7
Section 6	Extended Duty Pay	8
Section 7	Benefits	8
Section 8	Payroll and Payroll Deductions	9
Section 9	Expense Reimbursement	9
Section 10	403(b) Salary Reduction Agreements	9
Section 11	Overtime	9

Article 3 – Absences from Work

	Page	
Section 1	Paid Leave - Sick and Personal Leaves	11
Section 2	Payroll Deductions for Absences in Excess of Paid Leave	12
Section 3	Unpaid Leaves	12
Section 4	Jury Duty Leave	12
Section 5	Family and Medical Leave Act	13

Section 6	Military and Family Military Leave	14
Section 7	Adoption Leave	16
Section 8	Subpoena to Testify Leave	16
Section 9	Voting Leave	17

Article 4 - Duties and Responsibilities

		Page
Section 1	Hours of Work & Meetings	18
Section 2	Arrival to Duty Assignments	18
Section 3	Leaving School	18
Section 4	Lesson Plans	18
Section 5	Daily Class Record Book	19
Section 6	Classroom and School Procedures	19
Section 7	Supervision of Students	21
Section 8	Managing Student Conduct	23
Section 9	Dispensing Medication	24
Section 10	Reporting Child Abuse	25
Section 11	Curriculum – Assessments	25

Article 5 – Personal and Professional Conduct

		Page
Section 1	Professional Ethics Standards	29
Section 2	Evaluations	31
Section 3	Role Model	32
Section 4	Relationships	35
Section 5	Professional Attire	36
Section 6	Private Tutoring	37
Section 7	Outside Employment	37
Section 8	Safe Transportation	37
Section 9	Employee Fundraising	37

Article 6 – Academic Matters

		Page
Section 1	Purpose and Goals of Academic Achievement	39
Section 2	Teaching to Student Understanding to Assure Learning	39
Section 3	Instruction in the Curriculum	39
Section 4	Measuring and Reporting Academic Achievement	39
Section 5	Parent-Teacher Conferences	41

Article 7 - Use of School Facilities and Equipment

		Page
Section 1	Drug-Free Workplace	43
Section 2	Smoke and Tobacco-Free Workplace	43
Section 3	Weapon-Free Workplace	43
Section 4	Internet Usage Information & Requirements	44
Section 5	Use of School Facilities	46

Section 6	Care of School Property	46
Section 7	Use of Cell Phone	47
Section 8	Salespersons	47
Section 9	Security of Desks and Lockers	47
Section 10	Video Surveillance	47
Section 11	Recording of Others	47
Section 12	Bulletins and Announcements	48
Section 13	Copyright and Fair Use Policy	48
Section 14	Lost and Found	48
Section 15	Safety	48

Article 8 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	50
Section 2	Designation of Coordinators	50
Section 3	Anti-discrimination & Harassment Policy	51
Section 4	Grievance Procedure for Persons with a Disability	52
Section 5	Confidentiality of Student Records (FERPA)	53
Section 6	Disclosure of Student Information to Military Recruiters and Colleges	53
Section 7	Disclosure of Staff Qualifications	54
Section 8	Student Privacy Protection	54
Section 9	Parental and Family Involvement	55
Section 10	Homeless Students	57
Section 11	Breakfast and Lunch Programs	57
Section 12	Confidentiality of Protected Health Information	57

Receipt of Teacher Handbook

		Page
	Receipt Form	58

Appendixes

Appendix A	COBRA Notice	A-1
Appendix B	FLSA Notice	B-1
Appendix C	FMLA Notice	C-1
Appendix D	EEOC Notice	D-1
Appendix E	School Calendar	E-1

**School District #145 Teacher Handbook
2021-2022 School Year**

FOREWORD

Section 1 Intent of Handbook

Welcome to School District #145. This handbook is intended to be used by teachers and other certificated staff to provide general information about School District #145 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 School District #145 and the Waverly 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. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2021-2022 and subsequent school years unless replaced by a later edition.

Section 2 Information About School District #145

School District #145 serves the communities of Alvo, Eagle, Prairie Home, Walton, and Waverly. Currently the district educates more than 1,920 students in grades K-12 and employs over 270 staff members.

Our district's vision statement, "Inspire Our Students to Seek Excellence in Their Lives" can be seen in action every day school is in session. Our "Commitment to Excellence" is a source of pride amongst our students, staff, parents, and patrons.

The physical boundaries of School District #145 encompass approximately 300 square miles with district property in four counties: Lancaster, Cass, Otoe, and Saunders. The district is governed by a six-member board of education, elected by wards. School District #145 is a Class III school district accredited by the Nebraska Department of Education.

Section 3 School Mission Statement

Welcome to School District #145. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

The mission of School District #145 is 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 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 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

Ward I	Jessica Zuniga	402-429-3980	jfountainzuniga@yahoo.com
Ward II	Robin Kappler	402-432-3597	robin.kappler1968@gmail.com
Ward III	Scott Claycomb	402-617-3980	scottclaycomb70@yahoo.com
Ward IV	Andy Grosshans	402-525-2522	akgrosshans@gmail.com
Ward V	Chad Kendall	402-304-8472	cfecak@gmail.com
Ward VI	Cheryl Landon	402-944-2471	cheryl.landon@district145.org

Section 5 Administrative Staff

Name	Position	School	Contact Information
Dr. Cory Worrell	Superintendent		cory.worrell@district145.org
Dr. Megan Myers	Principal	High School	megan.myers@district145.org
Shannon Furstenau	Assistant Principal	High School	shannon.furstenau@district145.org
Brad McMillan	Activities Director/ Assistant Principal	High School	brad.mcmillan@district145.org
Ross Ricenbaw	Principal	Middle School	ross.ricenbaw@district145.org
George Schere	Assistant Principal	Middle School	george.schere@district145.org

Foreword

Craig Patzel	WIS Principal	Intermediate School	craig.patzel@district145.org
Michelle Rezek	Principal	Hamlow Elementary	michelle.rezek@district145.org
Megan Flohr	Principal	Eagle Elementary	megan.flohr@district145.org

Section 6 **District Staff**
See School District Website www.district145.org

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

See 2021-2022 School year calendar attached hereto as Appendix E.

Section 2 Daily Schedule

See 2021-2022 School year calendar.

Section 3 Shortened Schedule

See 2021-2022 School year calendar.

Waverly High School operates a 7 period day. When possible, organizational meeting will be held during the traditional day to avoid interference with bus transportation.

Section 4 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close the 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 cancelled (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 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 the 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. In this case, teachers 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

Article 1 - School Calendar and Schedules

during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. School District #145 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 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, teachers should implement the school's established safety procedures.

Section 5 Contract Days

Teachers are contracted for 186 contract days for 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 circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will 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 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

A teacher is employed by School District #145 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 and 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 teachers may be requested to accept employment for the next school year. Teachers 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 April 1 or other designated date shall constitute cause for amendment of termination of the teacher's contract.

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.

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 or Superintendent's designee. 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, may 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 program of the District is an integral part of the overall educational program of the 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 (Policy No. 4030)

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file.

Article 2 – Employment, Compensation and Benefits

Section 4 Grievances and Complaints (Policy No. 4010)

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.

If the employee'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, please report your complaint to the Superintendent of School District #145. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor or the Superintendent will promptly and 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, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee for alleging in good faith a violation of this 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 shall provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before **August 31st** 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 school year.

Payday. (Policy No. 4525) Pay will be issued on the 8th day of the month and subject to federal and state mandated deductions. The school district will provide monthly pay to all regular school district employees through direct deposit. Employees may elect to utilize a bank of their choice or an account will be provided (at no cost to the employee) at Horizon Bank. Other deductions may be designated and authorized by the employee; however, the board may limit the collective number of companies to which annuities are sent.

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

Article 2 – Employment, Compensation and Benefits

listing the wages earned and the deductions made from the employee's wages for each pay period requested. The statement may be in print or electronic format.

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.

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.

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 insert percentage of 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 August 31st ~~September 1~~ of each school year. Should a teacher fail to make such 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.

Article 2 – Employment, Compensation and Benefits

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 regularly scheduled working hours between two or more work sites. Teachers shall receive approval from their supervisor before incurring any mileage. 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. A request for reimbursement shall be accurate. Any teacher who falsifies a reimbursement request may be terminated from employment.

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 Building Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Building 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. There is no guarantee that teachers will be reimbursed for the purchase of materials or meals. Therefore, teachers should obtain prior authorization from the Building Principal before making such purchases.

Section 10 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b), provided that (1) the certificated employee executes a "Salary Reduction Agreement" provided by the District and (2) the vendor of the 403(b) Plan has entered into a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

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 "A" to this handbook.

Article 2 – Employment, Compensation and Benefits

~~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 1½ 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 shall 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 Superintendent or Superintendent's designee may suspend a teacher with or without pay for the teacher's violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Paid Leaves

1. *Paid Leaves Available Subject to the Terms of the Negotiated Agreement.* School District #145 makes the following forms of paid leaves available to certificated employees: Sick Leave, Bereavement Leave and Personal Leave, **Adoption Leave, Association Leave and Leave without pay.**
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 by the Superintendent.
5. [Optional] *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 **60** 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 **60** and then only to the extent necessary to restore the total number of available sick leave days to the maximum of **60** days. Employees who have accumulated sick leave days in excess of said maximum prior to the 2021-2022 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 **60** and then only to the extent necessary to restore the total number of available sick leave days to the maximum of **60** days in a leave year.

Return from Leaves

Employees who have an accident (regardless of where or when) resulting in injury or treatment, have a major health issue such as loss of consciousness, heart attack, stroke, etc., or a major illness, must have a release to return to work that details dates of treatment, diagnosis and whether or not there are any physical restrictions. The release must be presented to Human Resources **the Superintendent** for approval prior to returning to work.

Article 3 – Absences from Work

All health-related absences of five or more days require a written statement from the treating physician stating that the employee is physically able to return to duty. Supervisors may request a release to return to work at any time they deem circumstances warrant. The release must be presented to ~~Human Resources~~ **the Superintendent** for approval to return to work.

Employees released to return to work with restrictions must provide written documentation to the supervisor in advance of the designated return date. The supervisor will confer with the **Superintendent** ~~Health-Care-Response-Team~~ to determine if and when the employee is able to return to work.

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.

Section 3 Unpaid Leaves (Policy No. 4720)

Certified staff members with three or more years of service may be granted, at the superintendent's discretion, leave without pay for a period of time up to one year. Such leave cannot be counted for vertical movement on the salary schedule. See also the negotiated agreement on file in the superintendent's office.

Certified staff members may be granted, at the superintendent's discretion, short leaves of absence without pay for personal reasons. Such leave shall be limited to once a year and no more than five days duration.

Pay deductions for approved leave without pay will include salary and benefits as calculated on a per day basis.

Section 4 Jury Duty Leave (Policy No. 4050)

Employees called to jury duty will be excused without loss of pay or benefits. The employee will receive regular salary and may keep any expense money paid by the court, but shall remit jury pay to the district.

Legal Reference:	§ 25-1640
------------------	-----------

Article 3 – Absences from Work

Section 5 Family and Medical Leave Act (Policy No. 4005)

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and Medical Leave Policy Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period, measured backward from the date an employee last used an FMLA leave.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Board.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

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

Article 3 – Absences from Work

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, a teacher's health coverage under a "group health plan" will be maintained on the same terms as if the teacher 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.

A teacher's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. A teacher is eligible if her or she has been employed with School District #145 for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of School District #145 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 the teacher from performing the functions of his or her 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. A teacher does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The teacher 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. The teacher may choose or School District #145 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the teacher must comply with the District's normal paid leave policies.

Employee Responsibilities. The teacher 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 the teacher is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or

Article 3 – Absences from Work

continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The teacher also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The teacher also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will 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 will 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 Robin Hoffman at (402) 786-2321.

Section 6 Military and Family Military Leave (Policy No. 4051)

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 five or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly

Article 3 – Absences from Work

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. §§ 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 (Policy No. 4223)

School District 145 may grant a leave of absence to an adoptive parent when a child is adopted and physically placed with the employee. Said leave shall be administered in the same manner and upon the same terms as granted to an employee upon the birth of the employee’s child pursuant to the district’s leave policy, or any other policy of the school district granting leave to an employee because of the birth of the employee’s child, except as provided below. Certified teachers should refer to the negotiated agreement between the Board of Education and the Waverly Education Association.

Unless determined otherwise by the Board of Education, the adoptive parent leave absence shall not be granted if the child being adopted is:

- 1) a special needs child over eighteen years of age;
- 2) a child who is over eight years of age and is not a special needs child;
- 3) a stepchild being adopted by his or her stepparent;
- 4) a foster child being adopted by his or her foster parent; or
- 5) a child who was originally under a voluntary placement for purposes other than adoption without assistance from an attorney, physician, or other individual or agency which later results in a petition for the adoption of the child by the person with whom the voluntary placement was made.

“Special needs child” means a child with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance or behavior disorders, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities.

Legal Reference:	§ 48-234
------------------	----------

Section 8 Subpoena to Testify Leave

A teacher must promptly notify the Building Principal when the teacher 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 teacher is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

Article 3 – Absences from Work

In the event the subpoena involves a personal matter, the teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

Section 9 Voting Leave

Teachers will be allowed paid time off to vote in an election if the teacher: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the teacher is not required to be present at work; and (c) applies for voting leave prior to or on election day with the Building Principal.

When voting leave is available, a teacher will be entitled to be absent from work on election day for such 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 teacher’s salary on account of such absence. The Building Principal 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 (Policy No. 4515)

The general work day for teachers is from 8:00 AM until 4:00 PM. However, teachers are on call until 5:00 P.M. Teachers shall be scheduled for a 30-minute uninterrupted lunch break. The superintendent or principals may on occasion require teachers to report for duty prior to 8:00 A.M. or remain beyond 4:00 PM to discharge assigned professional duties that include but are not limited to teacher meetings, committee assignments, student staffings, and parent conferences. Principals may require teacher attendance and supervision at evening events such as open houses, conferences, meetings, parent-teacher conferences, and scheduled student activities. Attendance at required events is part of teachers' professional responsibility in addition to the regular school day.

Principals may exercise their discretion in releasing teachers after students have been dismissed on Fridays and days prior to vacation breaks.

Section 2 Arrival to Duty Assignments

Elementary school teachers are to be in the building by no later than [insert time], to be in their classroom no later than [insert time], and to remain on duty until [insert time]. Secondary school teachers are to be in the building by no later than [insert time], to be in their classroom no later than [insert time], and to remain on duty until [insert time]. 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 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 15 minutes after their class or assignment ends. 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 reason 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. Teachers shall maintain the plan book, including lesson

Article 4 – Duties and Responsibilities

plans, class rosters, and other relevant materials 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. If the plans are in electronic format, the teacher must give the Building Principal access to these materials

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 or electronic record of the attendance and achievement of every student in a class record 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 School District #145 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:

Article 4 – Duties and Responsibilities

1. Bulletin Boards

Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards are to be completely changed no less that twice 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 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. Teachers shall work with the Building Principal to inventory electronic devices.

3. Use of Cell Phones

Teachers shall not use personal cell phones for any purpose during duty time.

Teachers are not to use cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver regardless of whether the vehicle is in motion.

The only exception to these rules is in the case of emergencies.

Teachers 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 will be utilized by all occupants.

4. 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. Teachers ultimately bear responsibility of the actions that occur in the classroom. A teacher aide is not a sufficient substitute for a teacher's duties. 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, grading tests or class work, and calculating grades and recording grades. 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.

Article 4 – Duties and Responsibilities

5. 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.
6. 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.
7. 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.
8. E-mail
Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited to emergency situations, and is subject to the rules governing overall computer usage found in Board policy and this handbook.
9. Teacher Mail Box
Each teacher will be assigned a mailbox located in the [insert location of mail box]. 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.
10. Teachers Meetings
Teachers' meetings will be held at various times throughout the school year. All teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 7 Supervision of Students

Proper supervision of students is necessary for teachers and other adults responsible for students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision
 - Report to all duty assignments on time.

Article 4 – Duties and Responsibilities

- 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 the classroom unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that a teacher leave the classroom, request that another nearby staff member cover the class, or notify the office so someone can provide assistance. If the teacher is on recess duty, the teacher's responsibility is to supervise the students in the assigned area. When talking with other adults or students, the primary duty is supervision and the teacher is to be aware of what all students are doing.
- If the teacher has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the teacher's 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 School District #145. 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 language. Profanity or abusive language should not be used. Teachers must be a good role model for students. If a student uses such language, the teacher 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 going 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

Article 4 – Duties and Responsibilities

Principal immediately so repairs may be undertaken.

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 Principal immediately so additional warnings may be given.

Contact the Principal for Assistance

The Principal 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 Principal can not 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

The Principal should also be contacted before performing searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until another adult is present, or to follow the teacher to the office if the teacher cannot leave his or her 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 (including skin color, hair texture and protective hairstyles), color, religion, gender, or disability. Students who need reasonable 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, in other open spaces 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, students must be made aware of classroom expectations. 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, 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 Principal. 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.
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 the 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

Article 4 – Duties and Responsibilities

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 or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition, 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 or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. 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.

Any questions about these rules are to be addressed with the Principal.

Section 10 Reporting Child Abuse and Neglect (Policy No. 5073)

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."

Section 11 Curriculum – Assessments

1. State Assessments.

School District #145 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

Article 4 – Duties and Responsibilities

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. 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.

Article 4 – Duties and Responsibilities

- 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.

Article 4 – Duties and Responsibilities

- 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 these rules and expectations will be considered to be a breach of the District’s standard of ethics and may result in disciplinary consequences. Educators shall immediately report suspected violations of the expectation to the administration.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The School District #145 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 (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.
- 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.

Article 5 – Personal and Professional Conduct

- 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.

Article 5 – Personal and Professional Conduct

- 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 (Policy No. 4715)

Purpose

The fundamental purpose of teacher evaluation is to improve instruction in the district's schools. Also, the teacher evaluation process will provide a basis for administrator decisions in recommending continued employment for teachers. Moreover, information gleaned from annual teacher evaluations will be utilized in designing staff growth and in-service programs for

Article 5 – Personal and Professional Conduct

certificated personnel. These purposes reflect and are consistent with the district’s instructional goals.

Procedures

Evaluation procedures will be communicated annually to certificated personnel; evaluations will be documented on forms as hereinafter provided and encompass as a minimum the general criteria of instructional performance, classroom organization and management, professional conduct, and personal conduct; evaluation results will be filed in each teacher’s confidential file, with the teacher reserving the right to append a narrative response or rebuttal to said evaluation. Deficiencies, when specified, will be accompanied by recommendations for improvement and timelines for implementation.

As a minimum, each formal observation will consist of a period (1) pre-conference, (2) classroom visitation for the entire period, and (3) post-visitation conference.

A committee of teachers and administrators will be convened periodically to review and update the evaluation instrument.

Personnel to be Evaluated

Each probationary teacher (for three years) will receive a minimum of one formal observation each semester; tenured teachers will receive a minimum of one formal observation each year.

Section 3 Role Model

At all times, 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. (Policy No. 4023)

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;
 - ii. Would impact the teacher’s ability to operate a motor vehicle if the teacher at times needs to travel during duty time or the teacher at times drives our students, including on extracurricular activities; or
 - iii. Would impact the teacher’s Commercial Drivers License if the employee’s job requires that the employee have a CDL.

Article 5 – Personal and Professional Conduct

- 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 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 teacher becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employee 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 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, 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 School District #145. 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, unprofessional, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, social media communications and email messages.

Article 5 – Personal and Professional Conduct

Any teacher aware of another teacher’s uncivil behavior shall report the conduct to the teacher’s immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

C. Visitors to Teachers

Teachers 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. Teachers are responsible for ensuring that their visitors follow posted procedures for being on School District #145’s property. Teachers are not to bring their children to work with them in lieu of taking them to childcare.

D. Tobacco (Policy No. 4021)

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 Teachers

Teachers are to inform School District #145 of any complaints or concerns about the operations of School District #145 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 School District #145 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 official communications must be accurate, demonstrate sound judgment, and promote School District #145 mission. Employees must ensure that all applicable laws and regulations are followed by School District #145 and its employees. In the event a teacher becomes aware of any such non-compliance, the teacher is to

Article 5 – Personal and Professional Conduct

report such to the teacher’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 School District #145.

Teachers 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.

School District #145 will not tolerate unlawful retaliation against a teacher for engaging in legally protected activity. A protected activity includes a teacher’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 teacher may result in serious disciplinary action up to and including termination. Any teacher may file a complaint with the Administration or appropriate Coordinator if the teacher 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 support staff. Teachers are also to maintain appropriate relationships with students and the community, including parents and patrons. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being prompt and responsive to questions and concerns, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Professional Boundaries Between Employees and Students (Policy No. 4025)

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 insubordination and 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, e-mailing a message about a student grades).
- Engaging in social-networking friendships with a student on social networking sites. 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

Article 5 – Personal and Professional Conduct

parents or impair the employee’s ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.

- 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.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student’s or employee’s personal matters when it is not appropriate outside of the instructional setting.

Article 5 – Personal and Professional Conduct

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 (Policy No. 4075)

The Board of Education expects that all staff, including substitute workers and volunteers will be appropriately attired and groomed in accordance with the specific and general guidelines of this policy and their respective assignments. Students, parents, patrons, and members of the school community continuously observe staff members. It is of paramount importance that the members of the staff set good examples in conduct, manners, dress, and grooming. Should an interpretation of “appropriate” be needed, the building administrator or supervisor will determine whether any particular mode of dress, apparel or grooming is not in compliance with the intent of this policy.

Specific examples that are considered to be inappropriate include spandex apparel, leggings, warm-up suits, no jeans or overalls of any color or fabric are permitted (except as approved for field trips and/or special events).

Administrators may on occasion deviate from this policy for special activities or events and may authorize attire as appropriate for specific work assignments such as physical education, coaching, industrial technology, agriculture, and welding. It is the expectation of the Board of Education that all staff will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate attire and grooming.

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 Pupil Transportation Plan (Policy No. 3110)

Article 5 – Personal and Professional Conduct

The Safe Pupil Transportation Plan sets forth the District’s plan for providing safe transportation to students being transported in pupil transportation vehicles. See Board Policy 3110 for additional information.

Section 9 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.

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The School District #145's Board of Education is committed to providing a quality education for all School District #145' 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 book or other applicable electronic format. A sufficient number of grades must be recorded in the grade book to justify

Article 6 – Academic Matters

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 [insert grade levels] are as follows:

GRADING SYSTEM – WMS Grades 6-8 and Grades 9-12 (Board Policies 5021 and 5023)

A = 93 - 100

B = 85 - 92

C = 77 - 84

D = 69 - 76

F = 0 - 68

I = Incomplete

P = Achieving to ability, credit awarded

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.

Article 6 – Academic Matters

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. 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 approved by the Principal.

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, Parent-Teacher conferences will be scheduled and held during the school year each semester. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from

Article 6 – Academic Matters

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 years is as follows:

[Insert Parent-Teacher Conference Schedule]

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 (Policy No. 4020)

ALCOHOL AND ILLICIT DRUG USE PROHIBITED

The board of education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity. Any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Also, the board authorizes the district school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for students may include suspension, expulsion, and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from any of the school counselors.

The board will carry out and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

Finally, the board directs that this policy be included in all staff and student handbooks and that this policy be posted in staff lounges and workrooms.

Section 2 Smoke and Tobacco-Free Workplace (Policy No. 4021)

In order to promulgate a healthy environment for students and staff and to encourage healthy behaviors in students, it is the board's policy that there will be no tobacco use in any school building or school vehicles at any time. Furthermore, in a like manner, tobacco use is prohibited on school grounds at all times. This regulation applies to all students, staff, patrons, and visitors.

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;

Article 7 - Use of School Facilities and Equipment

5. Any bludgeon, sandclub, 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, such as a stun gun; and
8. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
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 or within reach (such as in the teacher's vehicle), as well as in a teacher's desk, locker, briefcase, backpack, or purse.

Section 4 Internet Usage Information & Requirements (Policy No. 4043)

The faculty at School District 145 utilize Internet access to supplement the curriculum. Students will not be able to randomly search the internet. Teachers will provide direct explicit instruction and will supervise students when the Internet is being used. Teachers need to follow the provisions of Board Policy 4043 in regards to appropriate use.

Administrative Regulations for Board Policy 4043

District 145 uses content filtering and protection measures, which blocks and/or filters Internet access to prevent access to certain Internet sites that are not in accordance with the policies of the District.

Article 7 - Use of School Facilities and Equipment

The filtering measures that block or filters Internet access may be disabled by an authorized staff member for bona fide research purposes or for specific sites if recommended by a District administrator or approved by a District technology staff member. An authorized District technology staff member may override these protection measures to provide access to a site for a student, during which time the student will be monitored directly by the authorized staff member or designee.

Any issues with the content filtering systems need to be brought to the attention of the administration, or the District Technology Director. These filtering systems are not guaranteed to filter all content that is not in line with the policies and educational goals of District 145, therefore all Internet use is at the liability of the user.

Objections to Internet Protection Policies:

An individual who has been granted access to the Internet and desires to access an Internet site that is not compliant with board policy may challenge the enforcement of the policy according to the following procedures:

Internet site review requests should be directed to a member of the District technology staff in writing for consideration. If it is determined that the site has educational purpose, the site may be unblocked or a change may occur in the filter of that site. The educational validity of the site is subject to the review of the Technology Director and/or administration.

If deemed appropriate for educational or work-related purposes, the Technology Director or designee will unblock the site. Challenges to the application or enforcement of Internet Safety Policy that cannot be resolved will be addressed through the District 145 administrators and the established grievance procedures.

Regulations for District 145 staff receiving a laptop computer or other technology device:

Laptop computers, I-pad, I-pod, or other mobile device will herein be referred to as a "technology device." The technology device assigned to a staff member is to be utilized to support all school related activities. The technology device must accompany the staff member to school every day that school is in session. The technology device can leave school with the staff member but must return the following school day.

The staff member is responsible for the safety and security of the assigned technology device at all times. The technology device shall be secured in a locked drawer, office, cabinet, or closet when not in use before, during or after the school day. The staff member accepts the responsibility if the assigned technology device is left in a vehicle in which theft or damage from temperature extremes could occur.

The assigned technology device is the property of District 145 and will be managed by the Technology Department. The technology device shall be labeled for the purpose of property identification. The tag will not be removed for any reason.

Article 7 - Use of School Facilities and Equipment

The assigned technology device will need periodic upgrades and/or repairs that will be performed by the Technology Department. The technology device shall not be used by an unknown or unauthorized person. All contents of technology device can be accessed at any time necessary by the Technology Department or Administration.

If software/hardware problems arise, the laptop/computer may need to be restored to its original settings, which may result in all work files lost during the restore process. The employee will maintain backups of all files to an external device or file server. All files housed on the technology device are the property of District 145 and may be accessed by the Technology Department or Administration at any time.

The employee may be responsible for any costs that can be attributed to negligence, intentional misuse, carelessness, or the loss of the technology device and/or all peripheral items. Vandalism is defined as any willful or malicious act of destruction or an attempt to harm or destroy any hardware, software or data belonging to District 145 or another user. This includes uploading or creation of computer viruses. Vandalism will result in the employee paying for repair and/or technician time to restore the technology device to previous conditions.

It is expected that each employee assigned a technology device understands the responsibility for following and abiding by policies and regulations at all times while using any technology device. Upon resignation from the District, the assigned technology device will be returned to the Technology Department in working order and all files will be removed prior to reassignment in the District.

Section 5 Use of School Facilities (Policy No. 4040)

Teachers will be issued keys to the school. Teachers shall not lose their keys and shall 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, computers, 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

Article 7 - Use of School Facilities and Equipment

replaced or repaired (if possible) and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Cell Phone

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

Section 8 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise to contact the teacher while engaged in the teacher's duties. 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.

Section 9 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. The school exercises exclusive control over school property and reserves the right 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.

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 10 Video Surveillance

School District #145 is monitored by security systems. Information gathered through use of the security cameras can and will be used in the investigation of incidents that occur on school grounds. School officials may access and review videotapes from the security cameras as they deem necessary.

Section 11 Recording of Others (Policy No. 1102)

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, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) 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.

Article 7 - Use of School Facilities and Equipment

Section 12 Bulletins and Announcements

Each teacher shall be responsible for completing appropriate bulletin boards regarding curriculum related matters in their classroom and designated locations through the school building.

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 (Policy No. 6800)

All district staff shall adhere to the provisions of the federal copyright law and maintain high ethical standards in using copyrighted materials. Persons securing permission, licenses, or entering into other contractual arrangements shall maintain adequate records regarding the use of copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

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.

Section 14 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 (Policy No. 6360)

Safety Program and Safety Committee

The District has established safety committees and safety plans, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with these plans. These plans 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 work place 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.

Article 7 - Use of School Facilities and Equipment

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

Article 7 - Use of School Facilities and Equipment

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 (Policy No. 4010)

The School District #145 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 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 (including skin color, hair texture and protective hairstyles), 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 (including skin color, hair texture and protective hairstyles), 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 (Policy No. 4010)

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

Article 8 – State and Federal Programs

School District #145, Box 426, Waverly, NE 68462; phone number (402) 786-2321.

Article 8 – State and Federal Programs

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
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 (Policy No. 4010)

ZERO TOLERANCE FOR HARASSMENT

School District 145 – Waverly is committed to offering employment based on ability and performance, in a productive climate, free of discrimination. Harassment of any kind by supervisors or co-workers will not be tolerated. In addition, School District 145 – Waverly will protect employees in the workplace.

In general, ethnic or racial slurs, jokes or other verbal or physical conduct relating to a person’s race (including skin color, hair texture and protective hairstyles), color, age, sex, national origin, religion, marital status, or disability constitute harassment when they unreasonably interfere with the person’s work performance or create an intimidating work environment.

Sexual harassment by members of the same or opposite sex 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 other physical and verbal conduct of a sexual nature by supervisors or others in the workplace.

Sexual harassment may also exist when co-workers (or non-employees, such as vendors and clients) engage in such conduct, when the conduct unreasonably interferes with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.

If an employee believes that he/she is being harassed by another employee, supervisor, or any other person in connection with his/her employment, he/she should bring the incident to the attention of his/her supervisor. If that would prove to be uncomfortable or the employee is not

Article 8 – State and Federal Programs

satisfied with his/her supervisor's handling of the complaint or feel more comfortable bypassing his/her supervisor, the matter should be brought to the attention of the principal.

If the employee is still not satisfied with the handling or outcome of the complaint, or he/she feels more comfortable bypassing the other steps, the matter should be taken to the Superintendent. School District 145 – Waverly will promptly investigate all allegations of harassment in as confidential manner as possible and take appropriate corrective action if warranted.

Under no circumstances will a supervisor be allowed to threaten or retaliate against an employee who alleges harassment.

For more information refer to Board Policy 4010.

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

Article 8 – State and Federal Programs

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.

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

Section 5 Confidentiality of Student Records (FERPA) (Policy No. 5026)

Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Schools must have written permission from the parent or guardian to release any information from a student’s education record. Educators 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”.

A file relating to a student shall exist. All materials placed in the student’s file and originating with the school district shall be available to the student and his/her parent or guardian on request for inspection in the presence of the person(s) responsible for keeping the files.

The student shall have the right to answer any material filed and the answer shall be submitted to the person(s) responsible for keeping the files, who shall attach to it all file copies.

Test results and records prepared by any department shall be made available to principals and to the superintendent in a confidential manner.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges (Policy No. 5016)

The District will provide access to routine directory information to each student in a high school grade upon 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.

Article 8 – State and Federal Programs

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.

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 parents 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

Article 8 – State and Federal Programs

- 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.

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.

Section 9 Parental and Family Involvement

General - Parental/Community Involvement in Schools

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;

Article 8 – State and Federal Programs

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 Engagement (Policy No. 6410)

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

- Parents and family members of all students are welcomed and encouraged to become involved with their child’s school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of

Article 8 – State and Federal Programs

parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

The District has a separate policy established pursuant to federal law relating to parental and family engagement 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 engagement policy. Employees are expected to comply with the Title I parental and family engagement policy.

Section 10 Homeless Students (Policy No. 5060)

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 (Policy No. 3120)

The District participates in the National School Lunch Program. Teachers 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 2021-2022 TEACHER HANDBOOK
OF SCHOOL DISTRICT #145**

This signed receipt acknowledges receipt of the 2021-2022 Teacher Handbook of School District #145. 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: _____

Teacher's Signature

Return to:

Dr. Cory Worrell, Superintendent
School District #145
14511 Heywood Street
PO Box 426
Waverly, Nebraska 68462

2021-2022 Classified Employees Handbook School District #145 Table of Contents

Foreword

		Page
Section 1	Intent of Handbook	1
Section 2	Board of Education Goals	2
Section 3	School Mission Statement	2
Section 4	Members of the Board of Education	3
Section 5	Administrative Staff	3

Article 1 – School Calendar and Schedules

		Page
Section 1	School Calendar	4
Section 2	Severe Weather and School Cancellations	4

Article 2 – Employment, Compensation and Benefits

		Page
Section 1	Employment	5
Section 2	Assignments	5
Section 3	Personnel File	5
Section 4	Grievances and Complaints	6
Section 5	Compensation	6
Section 6	Benefits	7
Section 7	Payroll and Payroll Deductions	7
Section 8	Expense Reimbursement	7
Section 9	403(b) Salary Reduction Agreements	8
Section 10	Overtime	8

Article 3 – Absences from Work

		Page
Section 1	Absence Procedures	10
Section 2	Paid Leave - Sick and Personal Leaves	11
Section 3	Payroll Deductions for Absences in Excess of Paid Leave	11
Section 4	Leaves of Absence	11
Section 5	Unpaid Leaves	11
Section 6	Jury Duty Leave	11
Section 7	Family and Medical Leave	12

Section 8	Military and Family Military Leave	12
Section 9	Adoption Leave	13
Section 10	Subpoena to Testify Leave	13
Section 11	Voting Leave	14

Article 4 - Duties and Responsibilities

		Page
Section 1	Hours of Work & Meetings	15
Section 2	Arrival to Duty Assignments	15
Section 3	Leaving School	15
Section 4	School Procedures	15
Section 5	Supervision of Students	16
Section 6	Dispensing Medication	18
Section 7	Reporting Child Abuse	19

Article 5 – Personal and Professional Conduct

		Page
Section 1	Ethics Standards	20
Section 2	Role Model	23
Section 3	Professional Boundaries	23
Section 4	Relationships	25
Section 5	Civility	25
Section 6	Notification of Arrest, Etc.	26
Section 7	Evaluations	27
Section 8	Employee Complaints or Concerns	27
Section 9	Attire	28
Section 10	Outside Employment	28
Section 11	Employee Fundraising	28

Article 6 - Use of School Facilities and Equipment

		Page
Section 1	Drug-Free Workplace	30
Section 2	Smoke and Tobacco-Free Workplace	30
Section 3	Weapon-Free Workplace	30
Section 4	Use of District Computer Network, Internet and Social Media	31
Section 5	Use of School Facilities	35
Section 6	Care of School Property	35
Section 7	Use of Cell Phone	36
Section 8	Salespersons	36
Section 9	Security of Desks and Lockers	36
Section 10	Video Surveillance	36
Section 11	Recording of Others	37
Section 12	Bulletins and Web Page	37
Section 13	Copyright and Fair Use Policy	37
Section 14	Lost and Found	38

Section 15	Safety	38
-------------------	---------------	-----------

Article 7 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	41
Section 2	Designation of Coordinators	41
Section 3	Anti-discrimination & Harassment Policy	42
Section 4	Grievance Procedure for Persons with a Disability	43
Section 5	Confidentiality of Student Records (FERPA)	44
Section 6	Disclosure of Student Information to Military Recruiters and Colleges	44
Section 7	Breakfast and Lunch Programs	44
Section 8	Confidentiality of Protected Health Information	44

Appendixes

Appendix A	COBRA Notice	A-1
Appendix B	FMLA Notice	B-1
Appendix C	EEOC Notice	C-1
Appendix D	Fair Labor Standards Act	D-1
Appendix E	School Calendar	E-1

Receipt of Handbook

FOREWORD

Section 1 Intent of Handbook

Welcome to School District #145. 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. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2021-2022 and subsequent school years unless replaced by a later edition.

Section 2 Board of Education Goals

- Develop positive relationships with our students by staying engaged and visible within our community, while acknowledging community involvement contributing to student success.
- Emphasize attention to building improvements and maintenance of our school facilities to assure safety and security for our building, students, and staff.
- Maintain cash reserve strength while adhering to budgeting limitations and parameters.
- Recruit and attract quality staff as that need develops over the next few years.
- Reduce paperwork for parents, patrons, and staff.

Section 3 School Mission Statement

Welcome to School District #145. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

The mission of School District #145 is 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 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

Ward I	Jessica Zuniga	402-429-3980	jessica.zuniga@district145.org
Ward II	Robin Kappler	402-432-3597	robin.kappler@district145.org
Ward III	Scott Claycomb	402-617-3980	scott.claycomb@district145.org
Ward IV	Andy Grosshans	402-525-2522	andy.grosshans@district145.org
Ward V	Chad Kendall	402-304-8472	chad.kendall@district145.org
Ward VI	Cheryl Landon	402-944-2471	cheryl.landon@district145.org

Section 5 Administrative Staff

Name	Position	Contact Information
Dr. Cory Worrell	Superintendent	cory.worrell[at]district145.org
Robin Hoffman	Business Manager	robin.hoffman[at]district145.org
Adam Bauman	Director of Technology	adam.bauman[at]district145.org
Angela Plugge	Director of Learning (Curriculum)	angela.plugge[at]district145.org
Delanie McMillan	Director of Student Services	delanie.mcmillan[at]district145.org
Philip Steffen	Director of Food Service	philip.steffen[at]district145.org

Section 6 For other staff contacts, please visit the school's webpage at:
<https://www.district145.org/vnews/display.v/SEC/District%7CStaff%20Directory>.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

The school calendar is found at Appendix “E.”

Section 2 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close the 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 cancelled (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 and parents will be notified via media broadcast. Employees will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for the 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. In this case, employees 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. School District #145 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 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, employees should implement the school’s established safety procedures.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

Employment occurs when the employee signs the Employee's Contract and the Board of Education approves such contract of employment.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education.

Classified employees are "at-will" employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education. The termination of employment will be acted upon by the Board of Education at a regular or special meeting.

Section 2 Assignments

The superintendent and superintendent's designees are authorized to assign employees to positions described in board policy and, should staffing needs dictate, transfer employees to different positions for which they are qualified, said actions being subject to board approval. Unless emergency situations prevail, all staff vacancies will be posted in designated offices or work areas. Current employees may apply for existing vacancies by writing a letter of interest to the appropriate administrator who will be identified on the posting notice.

Ordinarily, unless time and the number of in-house applicants mitigates against such, current employees will be granted an interview for other positions for which they are qualified. However, the District does not regard it an obligation to guarantee current employees priority consideration over candidates from outside district employ.

Section 3 Personnel File (Policy No. 4030)

Individual, confidential, employee files will be maintained at the superintendent's office. To the extent necessary, separate employee files, with duplicate information, may be maintained by principals and supervisors.

Employee files shall contain only information pertinent to payroll processing; job performance; initial employment application; any legally required health information, certificates, and transcripts; and employee initiated response to performance evaluations. Employees are responsible for the accuracy of information on the initial job application as well as relaying any necessary updated payroll-related information to the superintendent's office. Further, it is expected that employees will provided the superintendent's office with current information regarding addresses and phone numbers.

The superintendent, other administrators designated by the superintendent, the employee's immediate supervisor, payroll and personnel clerical staff, and the employee or the employee's designated representative will have access to personnel files. No new information is to be added to an employee's file without the knowledge of the employee. Employees may place materials in their personal file relating to job performance or evaluations thereof. No materials may be removed from an employee's file without the mutual consent of the employee and the superintendent of schools.

All materials in employee files will be considered confidential, except that information which is legally subpoenaed or is subject to federal and state open record statutes. Employees will not have access to written recommendations on their behalf, which were submitted with an understanding of confidentiality. Anyone having access to personnel files that divulges confidential information about another employee will be subject to disciplinary action.

Section 4 Grievances and Complaints (Policy No. 4405)

Any classified employee who has a work-related grievance shall first discuss the nature of the grievance with an administrative supervisor. If not satisfied with the administrative supervisor's resolution of the problem, the employee shall, within 10 working days of having received the administrative supervisor's decision, send a written description of the grievance to the superintendent. Upon receiving the written grievance, the superintendent shall, within 10 working days, meet with the employee and attempt to resolve the grievance. If not satisfied with the superintendent's decision, the employee shall, within 10 working days, request in writing to the superintendent that a board of education committee be convened to listen to the grievance. The superintendent shall schedule a meeting, within 15 working days, for the board committee to listen to the grievance. Said meeting will be held in closed session and may be attended by the superintendent, administrative supervisor, the employee and, at the employee's discretion, an advocate for the employee. The board committee will render a decision at the close of the meeting, and said decision will terminate the grievance procedure.

Note that if more than one employee has a grievance of a similar nature, they may as a group invoke the grievance procedure described herein.

Section 5 Compensation

A committee of the Board of Education will be appointed annually to review and recommend salary increases and benefits for all classified staff job categories. If new salary rates are established or increases approved by the Board of Education, they will become effective with the initial pay period of the new school year. The superintendent's office shall be responsible for maintaining research on comparable pay levels for similarly sized districts in the immediate area and for designing procedures to collect staff input on salary and benefit issues. Current salary schedules will be made available in the Central Office, ~~and placed in the Classified Staff Handbook.~~ (Appendix I.)

Paychecks will be issued on the 8th day of the month. Should the 8th fall on a weekend, holiday, or non-work day for employees, the pay date shall be the last employee's workday prior to the weekend, holiday, or non-work day for employees. Paychecks are subject to federal and state

mandated deductions. Other deductions maybe designated and authorized by the employee, subject to the approval of the superintendent.

Section 6 Benefits

Classified employees are provided benefits in accordance with their employment ~~contract~~ **position** and Board policy. Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the Superintendent’s Office 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 incorporated into 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 7 Payroll and Payroll Deductions

Payroll deductions are made in accordance with law and elections made by employees.

Section 8 Expense Reimbursement (Policy No. 3130)

Mileage reimbursement will be paid to employees who are required to provide their own vehicles during regularly scheduled working hours. Claims for reimbursement will be honored only if the supervisor authorized the travel. Reimbursement per mile will be ~~determined annually.~~ **paid at the federal mileage rate.** (Appendix F-) Mileage reimbursement forms must be submitted during the proper fiscal year for reimbursement.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the ~~Superintendent~~ **Administrator** or, if the expense relates to an activity, by the ~~Athletic~~ **Activities** 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 ~~Superintendent~~.

Article 2 – Employment, Compensation and Benefits

Administrator 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 ~~Superintendent~~ **Administrator** or, if the expense relates to an activity, by the ~~Athletic~~ **Activities** 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 9 403(b) Salary Reduction Agreements

The District will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) that has been approved by the Board of Education.

Section 10 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~~ **are** 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~~ **Sunday** through 11:59 p.m. on ~~Sunday~~ **Saturday**. 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 the ~~Superintendent~~ **Administrator or Business Manager** 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 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 1½ 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.

Article 2 – Employment, Compensation and Benefits

~~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 shall 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 Superintendent or Superintendent's designee may suspend an employee with or without pay for the employee's violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

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~~ **leave request through Absence Management.** 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 supervisor** before **9:00 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 supervisor** whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves 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

Article 3 – Absences From Work

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

Twelve-month employees will receive nine sick days annually accumulative to 45 days; those employed during the school year for six hours daily or more will receive seven sick days annually accumulative to 35 days; those employed during the school year for less than six hours daily, including all bus and van drivers and special education van assistants, will receive two (three after ten years service) sick days annually accumulative to 20 days.

All classified staff may contribute one day annually to a sick-leave bank, and one sick-leave day may be used annually to attend to personal business.

Sick leave may be used for personal illness or illness in the immediate family or the illness of an individual who assumes the role of an immediate family member.

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. Bereavement leave shall be granted in the event of death of spouse, child, son-in-law, daughter-in-law, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandparents and any other member of the immediate family. Additional bereavement leave may be granted by the Superintendent as needed. Such additional days would come from sick leave. 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.

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 called for in the negotiated agreement, the employee'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 year as the denominator.

Section 4 Leaves of Absence

An employee may apply to the ~~Board of Education~~ **Superintendent** 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

At the superintendent's discretion, limited nonpaid leave will be available to classified staff for emergencies and other family-related events.

Section 6 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the Building Principal. The employee will be allowed time off for jury duty, pursuant to law.

Article 3 – Absences From Work

There will be no loss of salary or deduction to the employee for time spent in jury service. The District will reduce the employee's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

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 Building Principal.

Section 7 Family and Medical Leave (Policy No. 4005)

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).

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Board.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

Section 8 Military and Family Military Leave (Policy No. 4051)

Article 3 – Absences From Work

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board policy.

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.

Section 9 Adoption Leave (Policy No. 4223)

School District 145 may grant a leave of absence to an adoptive parent when a child is adopted and physically placed with the employee. Said leave shall be administered in the same manner and upon the same terms as granted to an employee upon the birth of the employee's child pursuant to the district's leave policy, or any other policy of the school district granting leave to an employee because of the birth of the employee's child, except as provided below. Certified teachers should refer to the negotiated agreement between the Board of Education and the Waverly Education Association.

Unless determined otherwise by the Board of Education, the adoptive parent leave absence shall not be granted if the child being adopted is:

- 1) a special needs child over eighteen years of age;
- 2) a child who is over eight years of age and is not a special needs child;
- 3) a stepchild being adopted by his or her stepparent;
- 4) a foster child being adopted by his or her foster parent; or
- 5) a child who was originally under a voluntary placement for purposes other than adoption without assistance from an attorney, physician, or other individual or agency which later results in a petition for the adoption of the child by the person with whom the voluntary placement was made.

“Special needs child” means a child with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance or behavior disorders, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities.

Article 3 – Absences From Work

Section 10 Subpoena to Testify Leave

An employee must promptly notify the Building Principal 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. The Superintendent shall make the final determination as to whether a matter is personal to the employee.

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 between the time of the opening and closing of the polls during which the employee is not required to be present at work; and (c) applies for voting leave prior to or on election day with the Building Principal.

When voting leave is available, an employee will be entitled to be absent from work on election day for such 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 Building Principal 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

The normal workday will be 8-1/2 hours unless otherwise assigned. Within the 8-1/2 hours, one-half hour is allowed for lunch. Two other break times, not to exceed 15-minutes will be arranged by the immediate supervisor. Approved overtime, in excess of 40 hours per week, will be paid at time and a half of the employee's regular hourly rate.

Regular, dependable in-person 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

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 Administrator**. If approval is given, employees must sign out in the office when leaving the building.

Employees who leave the school during their designated lunch period or for an approved absence must check out and check back in the office. Employees who need to leave during the school day for reason of illness or emergency are to 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 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 regardless of whether the vehicle is in motion. The only exception to these rules is 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.

Article 4 – Duties and Responsibilities

2. Checking Out of Equipment. All equipment must be checked out through the Superintendent **Administrator**. 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 and Superintendent approval.
3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the Superintendent's office. Employees shall not make purchases on behalf of the District without prior approval of the Superintendent **Administrator or Business Manager**.
4. E-mail. Employees may be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited to emergency situations, and is subject to the rules governing overall computer usage found in Board policy and this handbook.
5. Employee Mail Box. 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.

Section 5 Supervision of Students

Proper supervision of students is necessary. 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 the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that an employee leave students, request that another nearby staff member provide supervision for the students, or notify the office so someone can provide assistance. If the employee is on recess duty, the employee's responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the employee's primary duty is supervision and the employee is to be aware of what all students are doing.
 - If the employee has seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the employee's

Article 4 – Duties and Responsibilities

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 language. Profanity or abusive language should not be used. 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 going 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 Principal immediately so repairs may be undertaken.

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 Principal immediately so additional warnings may be given.

Contact the Principal for Assistance

The Principal 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 Principal cannot be immediately located, call 911 if the

Article 4 – Duties and Responsibilities

- 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

The Principal must be contacted so they can be present during searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until another adult is present, or to follow the employee to the office if the employee cannot leave his or her 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 race (including skin color, hair texture and protective hairstyles), color, religion, gender, or disability. Students who need reasonable special accommodations are to be given those accommodations as needed for them to participate in school and school activities. 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 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 or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition, during school hours, it is the responsibility of

Article 4 – Duties and Responsibilities

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 or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. 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.

Any questions about these rules are to be addressed with the Principal.

Section 7 Reporting Child Abuse (Policy No. 5073)

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."

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

School District #145 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 (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, 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:

Article 5 – Personal and Professional Conduct

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.

Article 5 – Personal and Professional Conduct

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.

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;

Article 5 – Personal and Professional Conduct

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 (Policy No. 4025)

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, e-mailing a message about a student's grades).

Article 5 – Personal and Professional Conduct

- Engaging in social-networking friendships with a student on social networking sites. 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. Employees shall not friend or follow students on any social networking site.
- 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.

Article 5 – Personal and Professional Conduct

- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student’s or employee’s personal matters when it is not appropriate outside of the instructional setting.
- “Grooming,” which includes 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.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

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.

Article 5 – Personal and Professional Conduct

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. (Policy No. 4023)

Employees must notify 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 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 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 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. 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.

Article 5 – Personal and Professional Conduct

Further, employee 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. 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 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, including termination.

Section 7 Evaluations (Policy No. 4115)

Classified employees will receive an annual evaluation of their work performance from an administrator or supervisor as designated by the superintendent of schools. The evaluation forms will be designed and supplied by the superintendent’s office; one copy will be provided to the employee, and one copy will be kept in a confidential file at the superintendent’s office. If they choose, employees may append materials to the file copy of the evaluation.

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.

Article 5 – Personal and Professional Conduct

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 (Policy No. 4075)

The Board of Education expects that all staff, including substitute workers and volunteers will be appropriately attired and groomed in accordance with the specific and general guidelines of this policy and their respective assignments. Staff members are continuously observed by students, parents, patrons, and members of the school community. It is of paramount importance that the members of the staff set good examples in conduct, manners, dress, and grooming. Should an interpretation of "appropriate" be needed, the building administrator or supervisor will determine whether any particular mode of dress, apparel, or grooming is not in compliance with the intent of this policy.

Specific examples that are considered to be inappropriate include spandex apparel, leggings, warmup suits, and no jeans or overalls of any color or fabric are permitted (except as approved for field trips and/or special events).

Administrators may on occasion deviate from this policy for special activities or events and may authorize attire as appropriate for specific work assignments such as physical education, coaching, industrial technology, agriculture, and welding. It is the expectation of the Board of Education that all staff will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate attire and grooming.

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.

Section 11 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

Article 5 – Personal and Professional Conduct

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.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace (Policy No. 4020)

The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity. Any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment.

Section 2 Smoke and Tobacco-Free Workplace (Policy No. 4021)

In order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, there will be no tobacco use on school district property, including, but not limited to any school buildings, outdoor athletic complex and practice areas, or school vehicles. The regulation applies to all students, staff, patrons, and visitors.

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.

School administrators are charged with the responsibility of administering this policy including, if necessary, the disciplining of violators.

Section 3 Weapon-Free Workplace (Policy No. 5012)

School District #145 prohibits the possession of firearms at school, on school grounds, in school-owned vehicles, and at school-sponsored activities, except as allowed by law.

Firearms may be in the physical possession of a person at school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity, only if that person is:

- a member of the Armed Services of the United States, National Guard of the State, or reserve officers training corps, peace officers, or other duly authorized law enforcement officer when on duty or training or when contracted by a school to provide school security or school event contract services, or
- an authorized firearms instructor or a student under his or her immediate supervision.

Firearms may be present in a vehicle on school grounds only if that vehicle is a private vehicle operated by a non-student adult and the firearm(s) are not loaded and are either (a) enclosed in a

Article 6 – Use of School Facilities and Equipment

case that is expressly made for the purpose of containing a firearm and which is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed, or (b) held in a locked firearm rack that is within the vehicle. A handgun may be carried as a concealed handgun by a valid non-student adult holder of a permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by a school. However, prior to exiting the vehicle, the handgun must be locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in, or on such parking area.

School district personnel shall report any firearm unlawfully present at school, on school grounds, in school-owned vehicles, or at school-sponsored activities to the Resource Officer, Superintendent, or designee.

Section 4 Use of District Computer Network, Internet and Social Media (Policy No. 4043)

It is the policy of District 145 to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Article 6 – Use of School Facilities and Equipment

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Parental Consent. The district shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

SOPPA. The district shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Computer Acceptable Use Policy

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.

Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District

Article 6 – Use of School Facilities and Equipment

shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

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.

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.

Unacceptable Uses.

The following are unacceptable uses of the technology resources:

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.

Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District’s mission.

This occasional use 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; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one’s own private consulting business.

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.

Article 6 – Use of School Facilities and Equipment

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.

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 e-mails that contain sexual jokes or images.
3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails 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 e-mails 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.

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

Article 6 – Use of School Facilities and Equipment

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.

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.

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 shall not lose their keys and shall 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.

Article 6 – Use of School Facilities and Equipment

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, computers, 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 Cell Phone

Personal telephone calls shall not be made during duty time except in the event of an emergency.

Employees shall not text or be on their cell phones during duty time.

Section 8 Salespersons

Employees are not to 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 including any advertisements that directly or indirectly benefit the employee. Any violation of these restrictions will be considered to be willful insubordination.

Section 9 Security of Desks and Lockers

Offices, employee desks, lockers, computers, 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 brief case, purse or backpack.

Article 6 – Use of School Facilities and Equipment

The District is not responsible for any personal property that employees bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 10 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.

Section 11 Recording of Others (Policy No. 1102)

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, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) 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 any such links.

Section 12 Copyright and Fair Use Policy (Policy No. 6800)

All district staff shall adhere to the provisions of the federal copyright law and maintain high ethical standards in using copyrighted materials. Persons securing permission, licenses, or

Article 6 – Use of School Facilities and Equipment

entering into other contractual arrangements shall maintain adequate records regarding the use of copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

The Board of Education recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, the district shall determine appropriate use of computer software by referring to the license agreement and / or policy statements contained in the software packages used in the district.

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.

Section 13 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 14 Safety (Policy No. 6360)

Safety Program and Safety Committee

The District has established safety committees and safety plans, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with these plans. These plans 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 work place 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

Article 6 – Use of School Facilities and Equipment

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. 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.

Article 6 – Use of School Facilities and Equipment

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.

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.

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.

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.

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 (Policy No. 4010)

School District #145 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, 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 (including skin color, hair texture and protective hairstyles), 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 (including skin color, hair texture and protective hairstyles), 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. 3 rd Floor, Suite 320 Kansas City, MO 64106 (816) 268-0550 (voice) Fax (816) 268-0599 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) 669-
---	---

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 (Policy No. 4010)

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: School District #145, Box 426, Waverly, NE 68462; phone number 94020 786-2321:

Law, Policy or Program	Issue or Concern	Coordinator
------------------------	------------------	-------------

Article 7 – State and Federal Programs

Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
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 No. 4010)

ZERO TOLERANCE FOR HARASSMENT

School District 145 – Waverly is committed to offering employment based on ability and performance, in a productive climate, free of discrimination. Harassment of any kind by supervisors or co-workers will not be tolerated. In addition, School District 145 – Waverly will protect employees in the workplace.

In general, ethnic or racial slurs, jokes or other verbal or physical conduct relating to a person’s race (including skin color, hair texture and protective hairstyles), color, age, sex, national origin, religion, marital status, or disability constitute harassment when they unreasonably interfere with the person’s work performance or create an intimidating work environment.

Sexual harassment by members of the same or opposite sex 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 other physical and verbal conduct of a sexual nature by supervisors or others in the workplace.

Sexual harassment may also exist when co-workers (or non-employees, such as vendors and clients) engage in such conduct, when the conduct unreasonably interferes with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.

If an employee believes that he/she is being harassed by another employee, supervisor, or any other person in connection with his/her employment, he/she should bring the incident to the attention of his/her supervisor. If that would prove to be uncomfortable or the employee is not satisfied with his/her supervisor’s handling of the complaint or feel more comfortable bypassing his/her supervisor, the matter should be brought to the attention of the principal.

If the employee is still not satisfied with the handling or outcome of the complaint, or he/she feels more comfortable bypassing the other steps, the matter should be taken to the

Article 7 – State and Federal Programs

Superintendent. School District 145 – Waverly will promptly investigate all allegations of harassment in as confidential manner as possible and take appropriate corrective action if warranted.

Under no circumstances will a supervisor be allowed to threaten or retaliate against an employee who alleges harassment.

For more information refer to Board Policy 4010.

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

Article 7 – State and Federal Programs

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) (Policy No. 5026)

Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Schools must have written permission from the parent or guardian to release any information from a student's education record. Educators 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".

A file relating to a student shall exist. All materials placed in the student's file and originating with the school district shall be available to the student and his/her parent or guardian on request for inspection in the presence of the person(s) responsible for keeping the files.

The student shall have the right to answer any material filed and the answer shall be submitted to the person(s) responsible for keeping the files, who shall attach to it all file copies.

Test results and records prepared by any department shall be made available to principals and to the superintendent in a confidential manner.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges (Policy No. 5016)

The District will provide access to routine directory information to each student in a high school grade upon 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.

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

Article 7 – State and Federal Programs

officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

**RECEIPT OF 2021-2022 CLASSIFIED EMPLOYEE HANDBOOK OF
SCHOOL DISTRICT #145**

This signed receipt acknowledges receipt of the 2021-2022 Classified Employee Handbook of School District #145. 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 the Principal's Office

Student Computing Device Handbook

The handbook is the combination of 4 separate documents. The first 3 require a signature in order for the student to receive a computing device.

1. The PA (Parental Acknowledgement of Instructional Technologies in District 145) document requires a parent or legal guardian signature to, in summary, allow the student to fully participate in digital learning.
 - a. [Elementary PDF](#)
 - b. [Secondary PDF](#)
2. The RUA (Responsible Use Agreement for Students) document requires a student signature that, in summary, will demonstrate digital citizenship by taking care of any Student Computing Device issued to the student by District 145 and return it/them in good condition at the end of the loan period.
 - a. [Elementary PDF](#)
 - b. [Secondary PDF](#)
3. CPP Sign-up Form (Chromebook Protection Plan Sign-Up Form) document requires a parent or legal guardian signature either signing up or not for the Chromebook Protection Plan and acknowledging the Chromebook Protection Plan Agreement and Schedule of Repairs and Fines document for the student.
 - a. [Secondary PDF](#)
4. Chromebook Protection Plan and Schedule of Repairs and Fines document (varies by grade) gives the details of the CPP such as what is covered, not covered, claim procedure, and repair costs both with and without CPP.
 - a. [Folder of PDFs by grade](#)

**STUDENT - PARENT HANDBOOK
OF SCHOOL DISTRICT #145
2021-2022**

TABLE OF CONTENTS

Foreword	5
Section 1 : Intent of Handbook	5
Section 2 : Members of the Board of Education	5
Section 3 : Administrative Staff	5
Section 4 : School Calendar	6
Article 1 – Mission and Goals	6
Section 1 : School Mission Statement	7
Section 2 : Goals and Objectives	7
Section 3 : Mutual Respect	10
Section 4 : Complaint Procedures	10
Article 2 – School Day	11
Section 1 : Daily Schedule	11
Section 2 : Severe Weather and School Cancellations	11
Section 3 : Closed Campus	12
Section 4 : Supervision Responsibility Before/After School	12
Article 3 – Use of Building and Grounds	14
Section 1 : Visitors	14
Section 2 : Smoke-Free Environment	14
Section 3 : Care of School Property	14
Section 4 : Lockers	15
Section 5 : Searches of Lockers and Other Types of Searches	15
Section 6 : Video Surveillance	16
Section 7 : Recording of Others (Board Policy 1102)	16

Section 8 : Use of Telephone	17
Section 9 : Bicycles	17
Section 10 : Student Valuables	17
Section 11 : Lost and Found	17
Section 12 : Accidents	17
Section 13 : Laboratory Safety Glasses	17
Section 14 : Insurance	17
Section 15 : Bulletins and Announcements	18
Section 16 : Copyright and Fair Use Policy (Board Policy 6800)	18
Article 4 – Attendance	19
Section 1 : Attendance Policy (Board Policy 5000)	19
Section 2 : Attendance and Absences (Board Policy 5000)	19
Section 3 : Absence Procedures	23
Section 4 : Make-up Work	23
Section 5 : Attendance is Required to Participate in Activities	23
Section 6 : Truancy	24
Article 5 – Scholastic Achievement	26
Section 1 : Grading System (Board Policy 5021, 5022, 5023)	26
Section 2 : Graduation Requirements (Board Policy 5023)	28
Section 3 : Promotion and Retention (Board Policy 5022)	28
Section 4 : Schedule Changes	29
Section 5 : Interim Reports	29
Section 6 : Report Cards	29
Section 7 : Parent-Teacher Conferences	29
Section 8 : Honor Roll	29
Section 9 : National Honor Society	30
Article 6 - Support Services	33
Section 1 : Special Education Services (Board Policy 6025)	33
Section 2 : Students with Disabilities: Section 504	36
Section 3 : Guidance Services (Policy No. 6845)	37
Section 4 : Health Services	38

Section 5 : Transportation Services (Board Policy 3100)	42
Article 7 – Drugs, Alcohol and Tobacco	45
Section 1 : Drug-Free Schools	45
Section 2 : Education and Prevention	45
Section 3 : Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco (Board Policy 5048)	46
Article 8 – Student Conduct Rules	48
Section 1 : Purpose of Student Conduct Rules (Board Policy 5010)	48
Section 2 : Forms of School Discipline	48
A. Development of Uniform Discipline System	48
Sub 1 : Short-Term Suspension	48
Sub 2 : Long-Term Suspension	49
Sub 3 : Expulsions	49
Sub 4 : Emergency Exclusion	51
Sub 5 : Other Forms of Student Discipline	51
B. Student Conduct Expectations	52
C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment	52
D. Additional Student Conduct Expectations and Grounds for Discipline	55
Sub 1 : Student Appearance	55
Sub 2 : Academic Integrity	56
Sub 3 : Electronic Devices	59
E. Inappropriate Public Displays of Affection (IPDA)	63
F. Specific Rule Items	63
G. Law Violations	64
H. Anti-Bullying Policy (Board Policy 5011)	64
I. Initiations, Hazing, Secret Clubs and Outside Organizations (Board Policy 5015)	65
J. Network, E-Mail, Internet and Other Computer Use Rules	67
K. Risks of Facebook and Similar Social Networking	69
Article 9 – State and Federal Programs	71
Section 1 : Notice of Nondiscrimination	71
Section 2 : Designation of Coordinators	71

Section 3 : Anti-discrimination & Harassment Policy (Board Policy 5009)	71
Section 4 : Multicultural Policy	73
Section 5 : Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	73
Section 6 : Notification of Rights Under FERPA	74
Section 7 : Military Recruiters	76
Section 8 : Combined District and School Title I Parent and Family Involvement (Board Policy 6410)	77
Section 9 : Student Privacy Protection Policy	78
Section 10 : Parental Involvement	81
Section 11 : Homeless Students (Board Policy 5060)	82
Section 12 : Pregnant and Parenting Students (Board Policy 5070)	86
Section 13 : Married Students	88
Section 14 : Title IX	88
Acknowledgment of Receipt Form	91

**School District #145 Student-Parent Handbook
2021-2022 School Year**

Foreword

Section 1 : Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about School District #145. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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 during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2 : Members of the Board of Education

Ward I	Jessica Zuniga	402-429-3980	jessica.zuniga@district145.org
Ward II	Robin Kappler	402-432-3597	robin.kappler@district145.org
Ward III	Scott Claycomb	402-617-3980	scott.claycomb@district145.org
Ward IV	Andy Grosshans	402-525-2522	andy.grosshans@district145.org
Ward V	Chad Kendall	402-304-8472	chad.kendall@district145.org
Ward VI	Cheryl Landon	402-944-2471	cheryl.landon@district145.org

Section 3 : Administrative Staff

Name	Position	School	Contact Information
Dr. Cory Worrell	Superintendent	Central Office	cory.worrell@district145.org
Robin Hoffman	Business Manager	Central Office	robin.hoffman@district145.org
Delanie McMillan	Director of Student Services	Central Office	delanie.mcmillan@district145.org

Angie Plugge	Director of Learning	Central Office	angela.plugge@district145.org
Adam Bauman	Technology Director	Middle School	adam.bauman@district145.org
Dr. Megan Myers	Principal	High School	megan.myers@district145.org
Shannon Fursenau	Assistant Principal	High School	shannon.furstenau@district145.org
Brad McMillan	Activities Director/ Assistant Principal	High School	brad.mcmillan@district145.org
Ross Ricenbaw	Principal	Middle School	ross.ricenbaw@district145.org
George Schere	Assistant Principal	Middle School	george.schere@district145.org
Craig Patzel	WIS Principal	Intermediate School	craig.patzel@district145.org
Michelle Rezek	Principal	Hamlow Elementary	michelle.rezek@district145.org
Megan Flohr	Principal	Eagle Elementary	megan.flohr@district145.org

Section 4 : School Calendar

See school calendar attached.

Article 1 – Mission and Goals

Section 1 : School Mission Statement

Welcome to School District #145. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

Section 2 : Goals and Objectives

The goals and objectives of the School District #145 are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards-based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum

development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.

6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.



SCHOOL DISTRICT 145

Commitment to Excellence

Essential Outcomes

Confident Learners

- Recognize, discover and pursue opportunities for success
- Set personal goals that are challenging yet attainable
- Are independent and believe they are capable
- Take risks and learn from mistakes

Collaborators

- Are willing to work with others towards a common goal
- Are respectful, positive, flexible, supportive of others

Communicators

- Articulate thoughts and ideas effectively in a variety of forms (oral, written, and nonverbal)
- Provide constructive feedback in appropriate context
- Listen actively and with purpose
- Respect the perspectives of others

Problem Solvers

- See problems as an opportunity to expand learning
- Use various processes to find reasonable and justifiable solutions
- Recognize that there are a variety of ways to solve a problem

Critical Thinkers

- Analyze information, ideas, and possibilities to develop a point of view, infer, draw conclusions and make predictions
- Use evidence and reasoning to guide decision-making
- Use prior knowledge and new knowledge to apply what they've learned in new ways

Creative Thinkers

- Synthesize existing and new knowledge to create unique solutions
- Generate, develop and test new ideas

Independent and Responsible Citizens

- Build strong values and have actions reflect those values
- Apply the principles of democracy
- Take action to contribute positively to the local, national, and/or global community

Section 3 : Mutual Respect

The School District #145 expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 4 : Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Article 2 – School Day

Section 1 : Daily Schedule

	Start Time	Dismissal Time	Early Dismissal	12pm Dismissal (Dec 20 & Last Day)	Late Start (2hr delay)
Eagle	8:15	3:05	12:55	11:25	10:15
Hamlow	8:25	3:20	1:10	11:40	10:25
WIS	8:30	3:30	1:20	11:50	10:30
MS	8:25	3:25	1:15	11:45	10:25
HS	8:40	3:40	1:30	12:00	10:40

Section 2 : Severe Weather and School Cancellations

The Superintendent may 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, law enforcement advisories or civil defense officials indicate that it would be unwise to hold 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 or by district alert system when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, pre-school, kindergarten, student activities).

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 to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

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. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 3 : Closed Campus

All students are required to remain on campus during the school day. Students are not excused to leave school grounds during lunch periods unless they have received specific permission to do so by a principal.

Section 4 : Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate

classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Supervision at Dismissal

Parents or guardians of children in grades Pre-K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to two (2) escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Article 3 – Use of Building and Grounds

Section 1 : Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Visits should be kept under an hour. If a parent wants to observe the classroom, the parent should contact the principal to arrange this so the principal can arrange an appropriate time. Observation should be kept to under a half-hour. All decisions regarding outside visitors will be at the discretion of the building principal.

Section 2 : Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

Section 3 : Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item and/or face additional school consequences.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Section 4 : Lockers

Each student will have access to a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to homeroom teachers if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a principal sees or learns of an image or message that may cause a disruption, the principal will ask the student to remove the image or message from the locker. If the student refuses, then the principal will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 : Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

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 a school rule violation. The search is to 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.

Section 6 : 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.

Section 7 : Recording of Others (Board Policy 1102)

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, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) 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 8 : Use of Telephone

There is a courtesy phone available for student use in the school office. The office phone will only be allowed in an emergency or when a student is ill.

Section 9 : Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and comply with city ordinances. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 : Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 : Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Items not claimed will be donated.

Section 12 : Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Section 13 : Laboratory Safety Glasses

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.

Section 14 : Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 15 : 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. Place posters on marble, glass, metal, brick and wood. 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 16 : Copyright and Fair Use Policy (Board Policy 6800)

All district staff shall adhere to the provisions of the federal copyright law and maintain high ethical standards in using copyrighted materials. Persons securing permission, licenses, or entering into other contractual arrangements shall maintain adequate records regarding the use of copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

The Board of Education recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, the district shall determine appropriate use of computer software by referring to the license agreement and / or policy statements contained in the software packages used in the district.

Article 4 – Attendance

Section 1 : Attendance Policy (Board Policy 5000)

All children who reside in the school district and are of legal school age are eligible to attend school. The admission of students shall be strictly in accordance with the provisions of the state law.

District 145 requires regular and punctual student attendance. Administration is responsible for developing further attendance rules and regulations which are published in student handbooks. Principals and teachers are required to maintain an accurate record of student attendance.

Every person residing in the school district, who is a parent or legal guardian of any student, who is enrolled in a district school, shall cause such student to attend regularly, each day school is in session unless excused by school authorities or exempted by law, or has received a high school diploma or General Equivalency Diploma.

Section 2 : Attendance and Absences (Board Policy 5000)

A child is of mandatory attendance 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 the age of 6 years prior to January 1 of the then current school year, and who will not reach age 7 prior to January 1 of such school year, if the child's parent or legal guardian has signed and filed with the school district, in which the child resides, an affidavit stating either the child is participating in an education program which the parent or legal guardian believes will prepare the child to enter grade one for the following school year; or the parent or legal 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 legal 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 not mandatory for a child who has obtained a high school diploma by meeting statutory graduation requirements; or has completed the program of instruction offered by a school which elects, pursuant to law, not to meet accreditation or approval requirements; or has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

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 145 or resides in District 145 and is enrolled in a private, denominational, or parochial school.

The exit interview 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 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; (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, 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 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 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 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.

Absences from school will be reported as an excused absence or an unexcused absence.

Absences will be cleared through the principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be excused. Absences, except for illness and/or death in the family, require advance approval. If a student's absence is unexcused, consequences are outlined in student handbooks. Consequences may include a loss of credit for any class work missed during the absence, along with the student being required to make-up the work and also the time missed.

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of such action may include suspension from classes along with the student being required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

Any administrator, teacher, or member of the board who is aware of any failure on the part of any child, of mandatory school attendance age, to attend school regularly without lawful reason, shall report the violation to the superintendent. The superintendent shall investigate the reported violation. The superintendent shall also investigate any case when personal knowledge, or report or complaint from any resident of the school district, leads the superintendent to believe there is a violation of compulsory attendance laws. The school shall render all services in its power to compel any child to attend a public, private, denominational, or parochial school, which the parent or legal guardian of the child shall designate, in an attempt to address the problem of excessive absenteeism.

Students who accumulate five unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the principal or a member of the administrative staff designated by the administration, will make verbal or written communication and will attempt to solve the excessive absenteeism problem by working with the student and parent or legal guardian.

One or more meetings will be held between the school (administrator or 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. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

Excessive Absenteeism Reported to the County Attorney.

The school may report to the county attorney of the county in which the person 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 referring the child 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.

Reporting to the Commissioner. The superintendent or designee shall report to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted by the school district as school resource officer) by the district relative to a student enrolled in the district.

School district affidavit forms for a child age 6 to not attend school is attached to the board policy.

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
 - b. Illness which causes a student to be absent from school.
 - c. Doctor or dental appointment which require student to be absent from school.
 - d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
 - e. School sponsored activities which require students to be absent from school.
 - f. Family trips in which student accompanies parent(s)/legal guardian(s).
 - g. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Section 3 : Absence Procedures

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office.

Section 4 : Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

Section 5 : Attendance is Required to Participate in Activities

Students participating in school activities must be in attendance at school for at least a half day immediately prior to scheduled activity. Exceptions may be made in the cases of previously scheduled doctor or dental appointments or other unforeseen circumstances. Requests for such exceptions must be made to the building administration prior to the time of the absence and the activity

Section 6 : Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. 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 remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Article 5 – Scholastic Achievement

Section 1 : Grading System (Board Policy 5021, 5022, 5023)

Promotion/Retention Students in grades K through 8 will be promoted to the next grade level at the end of each school year based on the student’s academic achievement, age, maturity, work habits, and school behavior.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student’s parents, but the final decision will rest with the school principal.

Students who cannot demonstrate proficiency at their grade levels will be considered for retention. Teachers must notify the principal of these students, make a recommendation to the principal concerning their promotion or retention, and hold a conference with parents. The principal may require remediation as a condition of promotion to the next grade level. Such remediation may include, but shall not necessarily be limited to, a mandatory summer program focused on the area(s) of deficiency or other such alternatives conducted by the district outside the regular school day.

Waverly Middle School Academic Requirements and Grading

The Waverly Middle School credit system is designed to enhance student accountability and to promote and support the educational success of each student. This system requires students to meet specific academic requirements in order to attain promotion from grade to grade in the Waverly Middle School. Students not meeting the requirements of the credit system may need additional time to learn. When a student fails to make progress toward meeting the academic requirements, teachers will work with parents and school administrators to establish appropriate educational strategies in order to provide an opportunity to remediate student deficiencies. Waverly Middle School students may earn credits on a quarter basis; 2.5 credits for passing each core course.

Sixth (6th) and Seventh (7th) Grade Credits

- I. Each core class (math, science, social studies, English, and reading) counts for 2.5 credits per quarter – a total of fifty (50) credits per school year.
- II. Students must earn forty (40) credits in core classes by earning a grade of 70% or above.
- III. Students must pass 75% of their exploratory classes.

Eighth (8th) Grade Credits

- I. Each core class (math, science, social studies and English) counts for 2.5 credits per quarter – a total of 40 credits per school year.
- II. Students must earn thirty (30) credits in core classes by earning a grade of 70% or above.
- III. Students are required to pass 75% of their elective classes.

Placement Options

If a student fails to meet the aforementioned requirements, the student’s teaching team will meet to make a recommendation for placement.

Placement options for sixth (6th) and seventh (7th) grade include:

1. The student may enroll in summer school and successfully complete the requirements of the summer school program.
2. If scheduling permits, the student may be assigned to repeat classes in which the requirements were not met, and/or complete credit recovery courses in which the requirements were not met. 3.The student may be recommended to repeat the entire grade.

Placement options for eighth (8th) grade include:

- 1.The student may enroll in summer school and successfully complete the requirements of the summer school program and/or complete credit recovery courses in which the requirements were not met.
2. The student may be recommended to repeat the entire grade.

When a child’s educational progress indicates that he/she may be a candidate for retention, board policy with respect to promotion and retention of students will be followed.

GRADING SYSTEM – K through 2

Kindergarten	M	Mastered
	S	Satisfactory Progress or Introduced
	N	Needs Improvement
Grades 1 & 2	E	Excellent
	S+	Exceeds Satisfactory Progress
	S	Satisfactory Progress
	S-	Limited Satisfactory Progress
	N	Needs Improvement

GRADING SYSTEM – Grades 3 through 12

A = 93 - 100
B = 85 - 92
C = 77 - 84
D = 69 - 76
F = 0 - 68
I = Incomplete
P = Achieving to ability, credit awarded

Section 2 : Graduation Requirements (Board Policy 5023)

The board approved graduation requirements for Waverly High School represent abilities that are necessary not just for employment and further education, but also those that are essential to becoming a productive and contributing member of society. These requirements are not meant to define minimum competencies; rather, they set a standard for an educated citizen. Students must complete all requirements for graduation prior to the graduation ceremony. Students not completing ALL requirements prior to graduation will not participate in the ceremony.

Two hundred twenty (220) earned credits are required for graduation from Waverly High School. Two hundred forty (240) credit hours are required for the Class of 2024 and later.

The following are the graduation requirements:

English – 40 credit hours, including English 9, 10, 11, and Speech or the equivalent.

Mathematics – 30 credit hours, including Algebra or the equivalent.

Social Studies – 30 credit hours, including American History, World History, and Constitution, or the equivalent.

Science – 30 credit hours, including Earth Science, Biology, or the equivalent.

Physical Education/Health – 15 credit hours, including health.

Fine Arts – 10 credit hours may include music, art, drama, or foreign language.

Business -- 5 credit hours, including Personal Finance to be taken as a senior (for the Class of 2024)

Credits Waverly High School students may enroll for 35 credits a semester or 70 credits a year. Semester credits are awarded according to the number of hours a class is scheduled to meet during a week, i.e. 5 credits for a class that meets 5 days per week. Credits are awarded only on a semester basis.

Section 3 : Promotion and Retention (Board Policy 5022)

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. 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 professional staff to be appropriate for the educational interests of the student and the educational program.

Section 4 : Schedule Changes

Students needing schedule changes should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parent. Final approval of all schedule changes will be made by the Principal only.

Section 5 : Interim Reports

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 6 : Report Cards

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Section 7 : Parent-Teacher Conferences

Parent-teacher conferences will be held first and second semester. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 8 : Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence.

Middle School Honor Roll:

Each student in grades 6-8 who have a 93.0% grade point average or above and no D's or F's for a quarter will be placed on the honor roll. Grade averages will be computed by the counselors' office and reviewed by the principal's office.

High School Honor Roll:

Each student in grades 9-12 who have a 3.5 GPA or above and no D's or F's for a semester will be placed on the honor roll. GPA will be computed by the counselors' office and reviewed by the principal's office.

ACADEMIC LETTER REQUIREMENTS: To qualify for an Academic Letter, students must have maintained a cumulative GPA of 3.5 or above. Students may receive additional awards each year if they continue to display scholarly excellence.

Section 9 : National Honor Society

The National Honor Society chapter of Waverly High School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

(in accordance with Article IX of the National NHS Constitution)

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited, by the NHS adviser, to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes

regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

Removal from National Honor Society

A student may be removed from the NHS by action of the Faculty Council, per Article X of the National NHS Constitution, upon a determination that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Faculty Council's decision by following the appeal process outlined in Article X in the National NHS Constitution.

Article X: Discipline and Dismissal (from the National NHS Constitution)

- Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. 3
- Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.
- Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
- Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. (Note: This hearing is required and is considered "due process" for all members.)
- Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.
- Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.
- Section 7. NASSP shall hear no appeals in dismissal cases. (Note: Refer to Article VIII, Section 7 regarding the permanent consequences for members when dismissed.)

Article 6 - Support Services

Section 1 : Special Education Services (Board Policy 6025)

It is the intention of School District 145 to comply with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. **Free Appropriate Public Education**

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. **Full Educational Opportunity Goal**

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. **Child Find**

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

Legal Reference: 92 NAC 51-006.01 through 006.01A2 4.

4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.10E

Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 51-007.16. By the third birthday of such a child, an individualized education program or an individualized family service plan shall be developed and be implemented for the

child. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 51-007-16 through 00716B16

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 012.08E and 015.01 through 015.09

11. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

13. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15B

15. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child’s native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10

16. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation under 92NAC51-006 to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D2; 21 U.S.C. §812(c)

17. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Section 2 : Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child’s disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school

- and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
 6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
 7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
 8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
 9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
 10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
 11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
 12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
 13. File a local grievance in accordance with school policy.
 14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 : Guidance Services (Policy No. 6845)

The school counseling program shall be an integral part of the total program of instruction. The primary areas of school counseling activities, programs and services are educational development, career planning and exploration, and self knowledge and the skills to interact positively with others.

Counselors shall make every effort to respect student confidentially as appropriate and shall consult with the Superintendent or designee at such times when unsure of how to respond to a student's individual concern. A primary function of the school counselor is to work directly with students to serve students' diverse needs and to encourage productive learning experiences.

Goals of the school counseling programs include, but are not limited to, help all students understand the importance of effective career decision making and planning, assist all students in developing an on-going educational plan, and improve student achievement at all levels by integrating school counseling information into other relevant curricular areas. The goals of the

school counseling program shall include age-appropriate curriculum, matching activities to the needs of elementary, middle, and high school students, and their families; individual planning with students and parents, supporting them with academic and career information; responsive services for crisis intervention; and support for administrators, teachers, parents and community with regard to school counseling issues by providing consultation, information, and/or referral.

Section 4 : Health Services

Student Illnesses

Ill students shall seek out the health office in their building to be evaluated prior to contacting parents/guardians. School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100.0°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Students shall not return to school until they have been fever, vomiting, or diarrhea free WITHOUT the use of medication for at least 24 hours.

Students with communicable/infectious diseases may be required to have a doctor's permission slip to return to school in accordance with State Health Guidelines. Some of these may also require proof of treatment and/or sitting out of school until a full 24 hour's worth of medication has been taken. These could include but are not limited to: Mumps, Measles, Rubella, Varicella, Influenza, Scabies, Conjunctivitis, Pertussis, Impetigo, Ringworm, other non-specific rashes, Mononucleosis, and Streptococcal Infections. Chronic or serious infectious diseases will be handled through the school nurse on a case by case basis. Other school staff may also become involved if an alteration to the school day or attendance may be affected long term. By default, the health staff will follow the Nebraska Emergency Guidelines for schools on the Department of Health and Human Services (DHHS) website, Center for Disease Control (CDC) guidelines/recommendations, and/or Lincoln Lancaster County Department of Health (LLCDH) recommendations.

Please include and update emergency daytime phone numbers on your child's registration and/or student profile so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school. District 145 is required to track illnesses, specifically those that are communicable. Communication with the school's health staff regarding your child's symptoms and/or diagnosis is vital.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).

2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
 3. A child who is sent home from school for head lice should miss no more than two (2) school days.
 4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
 5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
 6. Families are encouraged to report head lice to the school health office.
- *Nit removal will be emphasized for effective management of the condition. For more information call the health staff at your child's school.

Guidelines for Administering Medication

Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available on the district website or at the school health office. Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted.

Specific medications such as those for Asthma, Diabetes, Epilepsy, or any other chronic diagnoses may also require their medication to accompany written consent as well as an action plan per NDE Rule 59 Protocol. These forms are available on the district website or in your child's health office. These need to be turned in annually prior to the start of the school year. If the student is capable of self-managing his or her health condition or need to carry their own medication. If the parent/guardian and/or student chooses to carry their own medication, contact the health office to obtain a self-management authorization form to be signed by the student, parent/guardian, and medical professional. This form is also available on the district website.

School Health Screening

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height and weight. Those students that are mid-year transfers, out-of-state transfers, and/or new to the district in any grade level will be screened. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit school equivalent screening results performed by a qualified medical or dental professional dated within the last six (6) months from the first day of school. These results should be turned into the school no later than November 1st. Should the information not be provided, the child will be screened by school health staff.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months from the date of the first day of school prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his

or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation in seventh through twelfth grades.

Immunizations

Students must show proof of immunization per the Nebraska State Statute and Immunization Schedule. A student who does not comply with the immunization requirements will not be permitted to continue in school after November 1. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices or on the district website.

Unimmunized students may be excluded from school in the event of a disease outbreak.

A valid release of information is required before information can be shared with a private provider (e.g. physician, therapist, advocate, psychologist, etc). Information includes but is not limited to transcripts, special education records, observational data, discipline records, teacher input, and/ behavior rating scales. All requested information will be submitted directly to the provider.

**Summary of the School Immunization Rules and Regulations
For 2021-2022 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 4 th 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 7 th 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://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 01/26/2018

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Section 5 : Transportation Services (Board Policy 3100)

District 145 will provide via purchase or lease, an efficient, safe, and functional fleet of vehicles for transporting students on regular and special education routes and field trips. The board authorizes the use of school vehicles for approved staff and organizational use, and administrative and maintenance functions. Private vehicles may be used instead of district transportation for school related trips under the provisions outlined in Administrative Regulations.

Those eligible to ride school vehicles on regular routes include assigned staff and resident students who live outside the corporate limits of their attendance center. The board reserves the discretion to provide at-cost route service to groups of parents who live within the Eagle and Waverly corporate limits. Students outside the district who attend a School District #145 school as an option student may use district transportation to the extent they can utilize established pick-up and drop-off sites. The district will provide transportation services to qualified students attending state approved, nonprofit, private schools to the extent required by law.

It is the board's intent that one-way riding times on any regular route not exceed 60 minutes. Routes will be established on hard surfaced or well maintained, properly marked, two-lane public through streets or roadways. Buses shall utilize surfaces that meet county roadway specifications.

Drivers are responsible for covering the prescribed routes, for proper care of assigned equipment, and for accounting of all students on their assigned bus routes.

The District will provide appropriate transportation for designated student activity and field trips that relate to educational purposes. Students are not charged a fee for field trip transportation when scheduled as a regular part of the school day or a required part of the instructional program. Extended or special field trips which involve purchasing transportation from other carriers, out-of-town destinations or other expenses may be planned providing district approval is received and supporting funds are raised in a manner consistent with board policy.

School activity groups may be charged a transportation fee by the district if the activity is not a requirement for the group's participation. The fee may include mileage and transportation personnel costs. Advance approval of the trip by the central office is required.

After-school activity routes will be provided during the regular sports seasons to selected drop-off points outside of Waverly.

Student conduct on district transportation will meet the same expectations as established for the classroom setting. Student behavior regulations will be formulated by the transportation director with input from building principals. Drivers are responsible for student behavior on regular routes and will report infractions to the transportation director; student riding privileges will not be suspended without consultation with the appropriate principal.

All complaints concerning transportation services shall be submitted to the Director of Transportation. Specific complaints about bus drivers will be referred in writing to the Director of Transportation. Complaints of student behavior will be reported in writing to the building principal with a copy to the Director of Transportation.

The Business Manager is responsible for evaluating transportation plans and procedures and for recommending ways to improve effectiveness. The Transportation Director is responsible for implementing procedures and administering the transportation program.

Behavior on School Buses

- I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
- II. Special Conduct Rules for Riding School Buses.**

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.

4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

III. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 – Drugs, Alcohol and Tobacco

Section 1 : Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and 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. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 : Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby 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.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are 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. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, 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 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.

Section 3 : Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco (Board Policy 5048)

The board expressly prohibits the unlawful possession, use, or distribution of illicit drugs, tobacco, or alcohol by students on school property or at any school sponsored event or activity. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Any student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. The board authorizes administrators or their representatives to discipline students consistent with state and federal law for any violations of this policy.

The board supports the use of current technologies and resources to detour student use of drugs, tobacco, and alcohol.

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 or alcohol 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.

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 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 unlawful substances will be 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 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 environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

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.

Article 8 – Student Conduct Rules

Section 1 : Purpose of Student Conduct Rules (Board Policy 5010)

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Section 2 : Forms of School 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.

Sub 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 on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Sub 2 : Long-Term Suspension

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who 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.

Sub 3 : Expulsions

- 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.

Sub 4 : Emergency Exclusion

A student may be excluded from school in the following circumstances:

1. 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
2. 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.

Sub 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 (including skin color, hair texture and protective hairstyles), 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; Students are not to wear clothing, accessories, or any other items with words phrases, symbols, pictures or signs that are indecent, profane, or substantially disruptive, including items that are reasonably expected to intimidate other students on the basis of race (for

- example KKK, swastika, and the Confederate Flag), color, national origin, sex, gender, sexual orientation, disability, age, or religious affiliation. 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.
 19. Violation of Internet Safety & Acceptable Use Policy 6600
 20. 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.

Sub 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. Students are not to wear clothing, accessories, or any other items with words phrases, symbols, pictures or signs that are indecent, profane, or substantially disruptive, including items that are reasonably expected to intimidate other students on the basis of race (for example KKK, swastika, and the Confederate Flag), color, national origin, sex, gender, sexual orientation, disability, age, or religious affiliation.
- e. 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).
- f. Head wear including hats, caps, bandannas, and scarves.
- g. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- h. Clothing or jewelry that is gang related.
- i. 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.

Sub 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.

Sub 3 : Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using non-district owned electronic devices at school. The use of non-district owned 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 non-district owned electronic devices, the District hereby establishes the following rules and regulations governing student use of non-district owned electronic devices, and procedures to address student misuse of non-district owned 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, laptop 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 non-district owned 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 laptop 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:

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 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.

H. Anti-Bullying Policy (Board Policy 5011)

One of the missions of the District is to provide safe and secure environments for all 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.

Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race (including skin color, hair texture and protective hairstyles), or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

I. Initiations, Hazing, Secret Clubs and Outside Organizations (Board Policy 5015)

(a)

Hazing or Initiations. Hazing or initiation by any school organizations, groups, clubs, teams or individuals are prohibited unless specifically approved by the administration. Anyone engaging in hazing or initiation

behavior will be subject to disciplinary action up to and including expulsion.

Hazing is any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity.

- (b) Secret Organizations. The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the district by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

In addition, the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, may be considered disruptive of a positive learning environment.

- (d) Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

J. Network, E-Mail, Internet and Other Computer Use Rules

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be

liable for any and all damages to the computer, information, files, programs or disks.

- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (iii) Users shall not use or try to discover another user's account or password.
- (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- (i) Be polite. Do not become abusive in your messages to others.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Student and Parent Agreements: Students and parents are required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

K. Risks of Facebook and Similar Social Networking

The purpose of this message is to give our students information about the risks of using Facebook and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Facebook and similar social networking sites may affect you years later.

What you say now on Facebook and similar social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Facebook and similar social networking sites.

Here are some common sense guidelines that you should follow when using Facebook and similar social networking sites and the Internet in general:

Don't forget that your profile and Facebook and similar social networking sites forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).

Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook and similar social networking sites friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.

Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to Facebook and similar social networking sites or the authorities.

Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!

Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook and similar social networking sites will delete your profile.

We urge all students to follow these common sense guidelines.

Article 9 – State and Federal Programs

Section 1 : Notice of Nondiscrimination

The School District #145 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, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 : Designation of Coordinators

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
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

The Coordinator may be contacted at: School District #145, Box 426, Waverly, NE 68462; phone number (402) 786-2321.

Section 3 : Anti-discrimination & Harassment Policy (Board Policy 5009)

Elimination of Discrimination. The School District #145 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 of Students.

Purpose: School District #145 is committed to offering employment and educational opportunities 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, School District #145 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 (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, 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 (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, or other protected status 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.

Complaint and Grievance Procedures:

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 School District #145. 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 promptly and 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 : Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 5 : Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 6 : 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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

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 School District #145.

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 (2) 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.

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 Lancaster County Sheriff's Department 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.

Section 7 : Military Recruiters

The District will provide military recruiters with access to routine directory information of each high school student, unless the student's parent or guardian requests in writing that their student's

information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

Section 8 : Combined District and School Title I Parent and Family Involvement (Board Policy 6410)

School District #145 intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA (Every Student Succeeds Act) of 2015.

In General

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

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

members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Section 9 : Student Privacy Protection Policy

It is the policy of School District #145 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:

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.

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."

Right of Parents to Inspect Instructional Materials: Parents 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 (5) 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.

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 parental 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.”

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: a student or parent’s first and last name, home address, telephone number, and 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.

Parental 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 (5) 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 provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to 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 will 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:

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).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, 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 parental 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;
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).

Section 10 : Parental Involvement

A. General - Parental/Community Involvement in Schools:

School District #145 welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be

approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

Section 11 : Homeless Students (Board Policy 5060)

School District 145 will comply with the federal and state law related to homeless students.

A "homeless child" for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District's designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
 - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
 - i. homeless children are identified by school personnel;
 - ii. homeless children enroll in, and have a full and equal opportunity to succeed in school;
 - iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
 - iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
 - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;

- vi. enrollment disputes are mediated in accordance with law; and
 - vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
- a. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
 - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
 - d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
 - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
 - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
 - a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - a. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District

shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.

b. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.

i. The placement shall be at either:

1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or

2. The school of the attendance area in which the child is actually living.

ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.

iii. Presume that keeping the child or youth in the 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.

iv. Consider student-centered factors related to the child's or youth's best interest, including factors related to 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. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.

v. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.

vi. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.

3. Educational Services and Stigmatization or Segregation: It is the District's policy that

homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.

4. Transportation: Transportation will be provided to homeless students to the extent required by law.
 - a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
 - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. Dispute Resolution. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
 - a. 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 district contact information. The district 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.

- b. Dispute Resolution Process. The district's liaison will assist unaccompanied homeless youth, parent, or guardian in carrying out the dispute resolution process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:
- i. The district will provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought. In the case of an unaccompanied youth, the district liaison will ensure that the homeless youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute and provides notice to such youth of the right to appeal.
 - ii. The district will ensure the immediate enrollment of the homeless child or youth in the school in which enrollment is sought pending resolution of the dispute.
 - iii. The district's written response will include a notice of the right to appeal. Refer to NDE, Rule 19, Section 005.03. https://www.education.ne.gov/legal/webrulespdf/CLEAN19_2016.pdf
- c. Right to Appeal.
- i. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the district after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details. https://www.education.ne.gov/legal/webrulespdf/CLEAN19_2016.pdf
 - ii. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details. https://www.education.ne.gov/legal/webrulespdf/CLEAN19_2016.pdf

Section 12 : Pregnant and Parenting Students (Board Policy 5070)

School District #145 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. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent.

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 stepthree 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.

Section 13 : 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.

Section 14 : Title IX

"The School District 145-Waverly does not discriminate on the basis of sex in any

educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, Superintendent of Schools, to the Assistant Secretary of the Office of Civil Rights, or both. "

District 145-Waverly-Superintendent
14511 Heywood
Waverly, NE 68462
402-786-2321

"For information regarding the [Name] Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy 4095 located at www.district145.org. The grievance procedure is located within board policy 4095.

2021-2022
SCHOOL DISTRICT 145



District Calendar

August '21							September '21							October '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
29	30	31												31						

November '21							December '21							January '22						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6		5	6	7	8	9	10	11	2	3	4	5	6	7	8
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22
21	22	23	24	25	26	27	26	27	28	29	30	31		23	24	25	26	27	28	29
28	29	30												30	31					

February '22							March '22							April '22						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	6	7	8	9	10	11	12	3	4	5	6	7	8	9
6	7	8	9	10	11	12	13	14	15	16	17	18	19	10	11	12	13	14	15	16
13	14	15	16	17	18	19	20	21	22	23	24	25	26	17	18	19	20	21	22	23
20	21	22	23	24	25	26	27	28	29	30	31			24	25	26	27	28	29	30
27	28																			

May '22							June '22							July '22						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

*Scheduled inclement weather dates for students are May 20, 23, 24
 *Additional teacher contract days if necessary for inclement weather are May 23, 24, 25

	Start Time	Dismissal Time	Early Dismissal	12pm Dismissal (Dec 20 & Last Day)	Late Start (2hr delay)
Eagle	8:15	3:05	12:55	11:25	10:15
Hamlow	8:25	3:20	1:10	11:40	10:25
WIS	8:30	3:30	1:20	11:50	10:30
MS	8:25	3:25	1:15	11:45	10:25
HS	8:40	3:40	1:30	12:00	10:40

No School for Students
 Early Dismissal
 12pm Dismissal
 No Students K-5 Only

Quarter	Ends	Days	Semester	Teacher
1st	Oct. 13	44		
2nd	Dec. 22	43.5	87.5	92.5
3rd	Mar. 9	45		
4th	May 19	44.5	89.5	93.5
Total		177	177	186

- August**
 9-Teacher Welcome Back/Breakfast
 10-Teacher PD-Elementary & Secondary
 11-Teacher Work day K-12
 12-Elementary Plan Day
 12-6th and 9th Graders First Day of School
 13-Students First Day K-12
 25 Early Dismissal; In-Service K-12
- September**
 6-Labor Day; No School
 29-Early Dismissal; Teacher In-Service K-12
- October**
 14-No School; Teacher In-Service K-12
 15-No School; Teacher Comp Day
 27-Early Dismissal; In-Service K-12
- November**
 2-No School
 17-Early Dismissal; In-Service K-12
 24-26 No School
- December**
 15-Early Dismissal; In-Service K-12
 22-Students and Teachers 12 pm Dismissal
 23-31 No school
 22-26 NSAA Memoratorium
- January**
 3-No School
 4-No School; Teacher In-Service K-12
 5-Classes Resume K-12
 26-Early Dismissal; In-Service K-12
- February**
 11-No School K-5 only;
 Elementary Plan Day
 14-No School; Teacher Comp Day
 23-Early Dismissal; In-Service K-12
- March**
 10-11-No School
 14-No School
 15-No School; Teacher In-Service K-12
 30-Early Dismissal; In-Service K-12
- April**
 15-No School
 18-No School
 27-Early Dismissal; In-Service K-12
- May**
 15-Graduation
 19-Student's Last Day 12 pm Dismissal
 20-Teacher Work Day (1/2 Day)
 30-Memorial Day

Including Communities of Alvo, Eagle, Prairie Home, Walton, and Waverly
 P.O. Box 426 Waverly, NE 68462 www.district145.org/calendars

Acknowledgment of Receipt Form

RECEIPT OF 2021-2022 STUDENT - PARENT HANDBOOK OF SCHOOL DISTRICT #145

This signed receipt acknowledges receipt of the 2021-2022 Student-Parent Handbook of School District #145. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to:

School District #145
14511 Heywood Street
PO Box 426
Waverly, Nebraska 68462

Substitute Teachers/Regular Teachers Subbing

When necessary, building principals are authorized to employ certificated substitute teachers. Said teachers must have current and valid certificates on file in the School District #145 Superintendent's office. The Board will establish annually daily rates for substitute teachers, said rates to be increased for periods of service at 10 to 19 consecutive days and 20 plus consecutive days.

On occasion teachers in grades 7-12 may be required to substitute during their planning period. For such service, they will be reimbursed beyond regular contract pay at a rate established periodically by the board.

Policy Adopted: 04/10/78
Policy Revised: 02/03/92
Policy Revised: 02/08/05

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA

Blair Community Schools
 Substitute Pay Rate Comp Study
 7/6/21

School District	2020-21 Sub Rates	Proposed for 2021-22	Other Notes
Blair Community Schools	Substitute Teacher (1-4 days) \$135/day Substitute Teacher (5-9 days) \$155/day Substitute Teacher (10 days or more) \$175/day		
Waverly-School District 145	1-9 Days \$130.00 10-19 Days \$140.00 20 and over \$199.00	201	
Schuyler Community Schools	Schuyler is \$150 a day		Long term subbing starting on day 11 (consecutive days and for the same teacher) is 1/185th of base pay.
Springfield Platteview Community Schools			
Nebraska City Public Schools			
Bennington Public Schools	sub rate for 20-21 was \$160 per day, \$175 for long-term sub (after 10 days for the same teacher)		
Plattsmouth Community Schools	\$150 per day for the first 10 days in same position; \$160 per day for next 20 days; 31+days \$180 per day		
Balston Public Schools	Sub pay \$150 per day, \$160 after the 9th day	considering bumping this up either this year or next. Probably would be by \$10 a day.	
Columbus Public Schools	1 -30 days \$150; 31-60 days \$155; 60+ days \$160	Proposed for 21-22: 1 -30 days \$165; 31-60 days \$175; 60+ days \$185	Long-Term Substitute Assignment is 1/188th of the base salary, \$205.59 per day.
Arlington Public Schools	\$140/155 for the 2020-2021	increased to \$150/165 per day for the 2021-2022 school year	Our long term rate begins on day 10
Fort Calhoun Public Schools	\$130.00 1-10 days \$155.00 11 plus days.		

Substitute Teachers/Regular Teachers Subbing

When necessary, building principals are authorized to employ certificated substitute teachers. Said teachers must have current and valid certificates on file in the School District #145 Superintendent's office. The Board will establish annually daily rates for substitute teachers, said rates to be increased for periods of service at 10 to 19 consecutive days and 20 plus consecutive days.

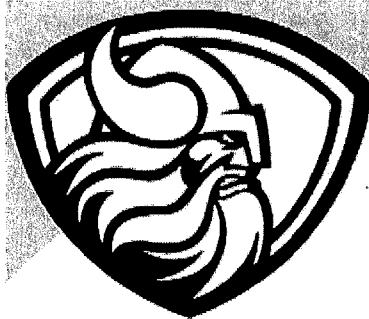
On occasion teachers in grades 7-12 may be required to substitute during their planning period. For such service, they will be reimbursed beyond regular contract pay at a rate established periodically by the board.

Policy Adopted: 04/10/78
Policy Revised: 02/03/92
Policy Revised: 02/08/05

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA



Proposal for



**SCHOOL DISTRICT 145
WAVERLY**

Commitment to Excellence

**Waverly High School
Replace Boilers 2-A and 2-B**

July 15th, 2021

Scope of Work:

Replace Boilers 2-A and 2-B

- Isolate electrical power, gas piping and waterside piping
- Remove 2 existing LES boilers from mechanical room
- Provide rigging and remove boilers from penthouse
- Remove door frame and doors as required to fit new boiler into space
- Provide crane service and remove boilers from roof and lift new Riello AR-3000 boiler into penthouse
- Reassemble door frames and doors
- Set new boiler on steel supports for proper condensate drainage to neutralizer
- Install new electrical circuit from panel for boiler with circuit breaker, conduit, supports, disconnect switch and accessories per code (includes shutdown switch)
- Reconnect existing pump and loop piping to new boiler with isolation valves, temperature sensor, strainer, relief valve piping and condensate piping
- Reconnect gas piping from existing to new with regulator and accessories per code
- Install new exhaust and intake piping from boiler through existing roof penetrations per manufacturer instructions
- Remote control and monitoring via Modbus Connections
- Startup of new boiler and combustion analyzation of each module per manufacturer specifications
- All labor and materials are included

Add BACnet Communications

- Add BACnet communications card option to Boiler controller
- Requires new wiring for BACnet connection (by others)

Replace old pumps with new pumps

- Remove existing Armstrong pumps and replace with new Wilo 5HP in-line pumps with separate isolation valves, combination motor starters, piping modifications.
- Requires hot water loop to be drained and refilled (by others)
- New wiring connections for pump start/stop and status will be required (by others)
- All labor and materials are included

Drain and Flush Hot Water Loop

- Drain and flush hot water loop and provide disposal of old water/glycol mix
- Refill hot water loop with water glycol solution
- Test hot water loop for proper freeze protection
- All labor and materials are included

NOTES:

- Water in hot water loop is compromised and should be drained, flushed and refilled.

Exclusions:

- Temporary HVAC equipment or rental equipment
- Control wiring, connections and programming by others (Siemens)
- Proposal does not include water balancing
- Proposal does not include draining or filling of hot water loop
- Proposal does not include adding of glycol to bring loop back to design level
- Proposal does not include patching or painting of walls
- Any repair to damaged concrete and/or grass areas for crane service

Clarifications:

- Boiler has a 2-5 week lead time and pumps a 4-5 lead time week on shipping from the factory
- Boiler installation comes with a 1-year warranty from the factory
- Work to be performed during normal working hours of 8:00 am thru 5:00 pm, Monday-Friday.
- Proposal does not include State and City sales tax.
- Proposal is valid for 30 days.

NOTE: The crane company will need to drive over the curb and on to the sidewalk to be able to get close enough to the building to pick the boiler and swing into the mezzanine area. This will require Waverly School District 145 to sign a damage waiver claim for the crane company prior to set up on the project.

___ Pricing for scope of work.....\$160,000

ACCEPTANCE:

AGREEMENT IS SUBJECT TO CUSTOMER'S ACCEPTANCE OF THE ATTACHED TERMS AND CONDITIONS AND IS VALID 30 DAYS FROM PROPOSAL DATE:

<i>Dave Raymond</i>	
Customer Acceptance	Dave Raymond
Printed Name	Printed Name Principal
Title	Title 7/15/2021
Purchase Order	
Acceptance Date	Signature Date

TERMS AND CONDITIONS

By accepting this proposal, purchaser agrees to be bound by the following terms and conditions.

1. **Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk.
2. **INVOICING & PAYMENTS:** Facility Advocates will invoice per the payment term listed in the pricing schedule. Waivers of lien, if applicable, will be furnished upon request, as the work progresses; to the extent payments are received. If our invoice is not paid within 30 days of its issuance, it is delinquent. Invoices not paid within 60 days will bear interest at the rate of 1 ½% per month (18% annum).
3. **WARRANTY:** Facility Advocates warrants that the installation shall be free from defects in workmanship for one (1) year from the date of installation. Facility Advocates will repair installation defects at no charge to the customer. Any and all warranties upon any equipment shall be those of the manufacturer, subject to any limitations thereon. Facility Advocates will assist purchaser in any warranty claims made to manufacturer. This warranty does not cover damage caused by misuse or negligence and does not apply to the equipment installed nor work done by others. This warranty shall be voided if the work performed by Facility Advocates is repaired by others or in any way abused, altered or misused or which has not been properly and seasonably maintained. THIS WARRANTY SHALL BE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE.
4. **LIABILITY:** Facility Advocates shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
5. **TAXES:** The price of this proposal does not include duties, sales, use, excise, or other similar taxes unless required by federal, state or local law. Purchaser shall pay in addition to the stated price, all taxes not legally required to be paid by Facility Advocates or, alternatively, shall provide Facility Advocates with acceptable tax exemption certificates. Facility Advocates shall provide purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
6. **PERMITS & FEES:** The price of the proposal does not include any amount for local or state fees, permits, or drawings, unless otherwise indicated on the contract.
7. **DELAYS:** Facility Advocates shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Facility Advocates' control, including, but not limited to, acts of God, fire, riots, labor disputes, acts or omissions of the purchaser, owner or other contractors or delays caused by suppliers or subcontractors of FACILITY ADVOCATES, etc.
8. **COMPLIANCE WITH LAWS:** Facility Advocates shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. This proposal does not include the amount for local or state permit fees or drawings, unless otherwise specified.
9. **ATTORNEY'S FEES:** Purchaser agrees that they will pay and reimburse Facility Advocates for any and all reasonable attorney's fees which are incurred by Facility Advocates in the collection of amounts due and payable hereunder.
10. **INSURANCE:** Insurance coverage in excess of Facility Advocates' standard limits will be furnished when requested and required. No credit will be given or premium paid by Facility Advocates for insurance afforded by others.
11. **INDEMNITY:** The parties hereto agree to indemnify each other from any and all liabilities, claim, expenses losses or damages, including attorney's fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the indemnifying party.
12. **OCCUPATIONAL SAFETY AND HEALTH:** The parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.
13. **ENTIRE AGREEMENT:** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
14. **CHANGES:** No change or modification of any of the terms and conditions stated herein shall be binding upon Facility Advocates unless accepted by Facility Advocates in writing.
15. **LIEN NOTICE:** Upon acceptance of this proposal you will be sent the appropriate lien notice, if applicable. This lien notice will be for Facility Advocates' payment protect.

3rd Grade

Section 1	Section 2	Section 3	Section 4	Section 5	Total
23	22	22	22	22	111

4th Grade

Section 1	Section 2	Section 3	Section 4	Section 5	Total
24	24	24	24	24	120

**Have 3 students still deciding whether they will attend or not. They are not included in totals above.*

5th Grade

Section 1	Section 2	Section 3	Section 4	Section 5	Total
26	25	25	25	25	126

TOTAL

357

NASB Monthly Update for Board Meetings Agenda Item:

August 2021

View the Monthly Update in video form at:

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

REMINDER: According to the Superintendent Pay Transparency Act, any new contract, changes to an existing contract, or automatic renewals shall be posted on the school's website and submitted to NDE by August 1st.

Latest 'Board Notes' – Monthly Newsletters

- *A Meeting of Your NASB Legislation Committee ...*
- *Ord Qualifies for International NCF-Envirothon*
- *New faces On NASB's Board Leadership Team!*
- *EHA Open Enrollment for Board Members*
- *NASB/NIS Expand Endorsement Agreement to Include Vision*
- *... And Much More!*

Latest NASB Quick Video – “Understanding the Boards Role in the Curriculum Review Process”

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

“NASB Update – Annual Board Calendar”

View the full calendar at: <http://members.nasbonline.org/index.php/resources>

As a board, some items you should doing, or have on the monthly agenda include:

POLICY GOVERNANCE

- **Option Enrollment Application period.** School districts will accept option enrollment applications between September 1 and March 15 for attendance during the following and subsequent school years.
- **Personnel Report.** On or before September 15 all schools shall file with the Department of Education a fall personnel report, which shall specify the names of all individuals employed by the school who are certificated.
- **Federal Family Educational Rights and Privacy Act (FERPA).** Annual notice provided to parents/guardians and eligible students of their rights to inspect and review educational records, amend education records, consent to disclose personally identifiable information in education records and file a complaint with the U.S. Department of Education. Sample Notice: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html>
- **Federal Protection of Pupil Rights Amendment (PPRA).** Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing.

- **Federal Child Nutrition Programs.** If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about free and reduced-price meals and/or free milk and must provide parents with an application form.
- **Federal Asbestos Hazard Emergency Response Act (AHERA).** Requires school districts to have an asbestos management plan for each school building in the district (whether lease or own). Annually, school districts must notify parents, teachers, and employee organizations of the availability of the asbestos management plan. All members of the custodial staff who work in a building containing asbestos must have awareness training and all new custodial staff must be training within the first 60 days of hiring. Sample Notice:
<http://yosemite.epa.gov/R10/OWCM.NSF/d14dabb756dc1fb3882565000062f164/c18ad083691dcdc38825672f0058649d!OpenDocument>
- **Federal McKinney-Vento Homeless Assistance Act.** Requires public notice of the education rights of homeless students. The notice must be disseminated in places where homeless students receive services including schools, family shelters, and soup kitchens. They must be understandable to homeless students and their parents and when necessary in their native language. Downloadable poster:
http://center.serve.org/nche/pr/er_poster.php#youth
- **Federal Non-Discrimination.** Requires all recipients of federal funds to notify their students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.
- **Federal Individuals with Disabilities Education Act (IDEA).** Annual notice to parents of a child with a disability of the district's procedural safeguards. A notice must also be placed on the district's website. The notice must be easily understandable and in the native language of the parents. Sample Notice:
http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf

DISTRICT/ESU RESOURCES [BUDGET]

- **Collective Bargaining; Timelines.** On or before September 15, negotiations contract dispute decision; Boards may enter into collective bargaining agreements for periods not to exceed four years.
- **Collective Bargaining Timeline.** On or before September 1 of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1
- Board/Administrators Budget Work Session
- **Certification of District's Assessed Valuation Public Budget Hearing / Adopt Budget;** Due on or before September 20
- **Board Adopted Budget.** On or before September 20, General Budget Adoption. The board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget.
- **Report to County Board.** On or before September 20, a [Class III school district boards] are required to report to the county board and the learning community coordinating council (if applicable) the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year.
- **Class IV District Report to County Board.** On or before September 20, [Class IV school district boards] are required to report to the county board an estimate of the amount of funds required for the next school fiscal year.

- **Class V District Report to County Board.** On or before September 20, [Class V school district boards] that is a member of a learning community is required to report to the county board and the learning community coordinating council the entire revenue raised by taxation and all other sources for the previous school fiscal year and a budget for the ensuing school fiscal year.

REPORTS

- Board Committees; Superintendent; Administrators
- **American Civics Committee.** Beginning of every school year, the school board must appoint a committee of three to be known as the Committee on American Civics. The committee will hold no fewer than two public meetings annually, at least one when public testimony is accepted. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section. Reference: (January) Board Committee Appointments.
- **Security Assessment.** State school safety director is required to complete an assessment of the security of each school building no later than August 31

LEARNING COMMUNITY

- **Learning Community Attendance Reports.** On or before September 1, each district that is a member of a learning community needs to report to the learning community coordinating council attendance reports including violations of attendance, results of attendance investigations, policies on excessive absenteeism and records of notices and reports.
- **Learning Community Budget.** On or before September 1, the Learning Community shall file a copy of the adopted budget statement with member school districts.

NASB's Video Resources: <http://members.nasbonline.org/index.php/news-resources/videos>

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

Networking & Events ... Register Now: <http://members.nasbonline.org/index.php/events>

- Area Membership Meetings – August to October
 - August 24 – Gering
 - August 25 – North Platte
 - August 31 – Valentine
 - September 1 – Norfolk
 - September 8 – Kearney
 - September 15 – York
 - September 29 – Fremont
 - October 5 – La Vista
 - October 6 – Nebraska City
- Facilities & Construction Workshop – September 9 – Kearney



-
- Labor Relations Conference – October 12-13 – Lincoln
 - 5th Annual Sparq Tailgate Party – October 30 – Embassy Suites - Lincoln
 - State Education Conference – November 17-19 – CHI Health Center, Omaha
-

Advocacy/2021 Legislative Session:

- The 2021 legislative session has wrapped. Keep tabs with all things pertinent to your school at NASB's Govt Relations page at <http://members.nasbonline.org/index.php/government-relations>
-

Follow NASB on twitter at www.twitter.com/NASBOnline using the hashtag #liveNASB and on Facebook at www.facebook.com/NASBOnline

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for "This Month In ...". To access the latest newsletter, click here: <http://members.nasbonline.org/index.php/news-resources/board-notes>

