

Board of Education Regular Meeting  
Monday, July 13, 2020 7:40 PM  
Library--Superior High School, Superior, NE  
PO Box 288  
Superior, NE 68978

1. Routine Business
  1. Call Meeting to Order
  2. Pledge of Allegiance
  3. Roll Call
  4. Excuse Absent Board Member(s)
  5. Approval of Agenda
2. Regular Meeting Agenda
  1. Public Participation
  2. Consent Agenda
    1. Approval of Previous Minutes
    2. Approval of Treasurer's Report
    3. Approval of School Activity Fund Report
    4. Approval of Revenue Budget Report
    5. Approval of Expense Budget Report
  3. Approval of Previous Months Claims
  4. Interlocal Agreement with City of Superior and Petro Plus
  5. Local Substitute Certificates
  6. Policy Changes
  7. Elementary Student Handbook

8. Secondary Handbooks
9. Staff Handbook
3. Correspondence
4. Discussion Items
  1. Fall school opening
  2. Graduation update
  3. Principals' Reports
  4. Superintendent's Report
  5. Report from Board Committees
5. Items for Next Board Meeting
6. Adjournment

NUCKOLLS COUNTY SCHOOL DISTRICT 65-0011  
SUPERIOR PUBLIC SCHOOLS  
SUPERIOR, NEBRASKA

June 8, 2020

Notice of the meeting was given in advance through the school webpage and the Superior Express.

Board members were notified in advance of the meeting.

Matt Bargaen: Present, Brad Biltoft: Present, Jason Jensen: Present, Peggy Meyer: Present, Luke Meyers: Present, Matt Sullivan: Present. Present: 6.

1. Routine Business

1.1. Call Meeting to Order

Meeting was called to order at 7:30 p.m. by Matt Sullivan

1.2. Pledge of Allegiance

1.3. Roll Call

1.4. Excuse Absent Board Member(s)

1.5. Approval of Agenda

Motion to approve agenda as presented carried with a motion by Jason Jensen and a second by Matt Bargaen.

Matt Bargaen: Aye, Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye

Aye: 6, Nay: 0

2. Regular Meeting Agenda

2.1. Public Participation

2.2. Consent Agenda

Motion to approve consent agenda as presented carried with a motion by Peggy Meyer and a second by Luke Meyers.

Matt Bargaen: Aye, Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye

Aye: 6, Nay: 0

2.2.1. Approval of Previous Minutes

2.2.2. Approval of Treasurer's Report

2.2.3. Approval of School Activity Fund Report

2.2.4. Approval of Revenue Budget Report

2.2.5. Approval of Expense Budget Report

2.3. Approval of Previous Months Claims

Motion to approve General Fund claims for May 2020 in the amount of \$617,602.74 carried with a motion by Peggy Meyer and a second by Brad Biltoft.

Matt Bargaen: Aye, Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye,  
Matt Sullivan: Aye  
Aye: 6, Nay: 0

#### 2.4. 2020-2021 Occupational Therapist Interlocal Agreement

Motion to approve the 2020-2021 Occupational Therapist Interlocal Agreement with Blue Hill and South Central Unified School District #5 carried with a motion by Luke Meyers and a second by Matt Sullivan.

Matt Bargaen: Aye, Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye,  
Matt Sullivan: Aye  
Aye: 6, Nay: 0

#### 2.5. Social Worker Services Agreement

Motion to approve the Social Worker Services Agreement with Brodstone Memorial Hospital carried with a motion by Peggy Meyer and a second by Brad Biltoft.

Matt Bargaen: Aye, Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye,  
Matt Sullivan: Aye  
Aye: 6, Nay: 0

#### 2.6. Disposal of Property

Motion to allow the Superintendent to sell or dispose of the property on the list attached to the agenda carried with a motion by Luke Meyers and a second by Jason Jensen.

Matt Bargaen: Aye, Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye,  
Matt Sullivan: Aye  
Aye: 6, Nay: 0

#### 2.7. School Improvement Goals for the 2020-2021 School Year

Motion to approve the School Improvement Goals as presented for the 2020-2021 School Year carried with a motion by Peggy Meyer and a second by Matt Bargaen.

Matt Bargaen: Aye, Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye,  
Matt Sullivan: Aye  
Aye: 6, Nay: 0

Mr. Kobza explained the SMART goal process and reviewed the goals. Board discussion followed.

### 3. Correspondence

#### 4. Discussion Items

##### 4.1. Superintendent's Report

###### 4.1.1. Construction update

Mr. Kobza presented the board with an update on the lighting/HVAC project.

###### 4.1.2. June 2020 Directed Health Measure

The South Heartland District Health Department directed health measures which began on June 1st were presented. The COVID-19 related statistics released by the Governor Ricketts today were reviewed.

###### 4.1.3. College Credit Classes

A list of the number of students, college credits earned, colleges attended and tuition expended during 2019-20 were distributed.

#### 4.1.4. NEE Evaluation Approval by NDE

#### 4.1.5. Budget Workshop

Looking at week of June 22. Is there a day and time that works. Matt Fischer will be here with us.

Board budget workshop will be held on Wednesday, June 24th at 6:30 p.m.

#### 4.1.6. Graduation update

Graduation will be held on July 18, 10:00 a.m. Right now the DHM directs 25% of capacity of gym or 300 people. This equates to approximately seven family or friends per graduate. It is anticipated that another updated DHM will be released around July 1 which could impact the planning.

#### 4.1.7. Summer School

Current plans are to hold summer school and Kid's Club at the end of July and the beginning of August.

#### 4.1.8. CARES Act

We can apply for CARES funding. The amount we can request is based upon our Title I allocation. The requests must be used for expenses which occurred because of COVID-19 such as meal delivery drivers, additional technology, access for Wifi, etc.

#### 4.1.9. Summer meals

Summer meals are being served via curbside pick up.

#### 4.2. Report from Board Committees

Building and Grounds committee members were involved in a walk-through of the current construction project.

#### 5. Items for Next Board Meeting

Policy updates

#### 6. Adjournment

Meeting adjourned at 9:04.p.m. by Sullivan.

NUCKOLLS COUNTY SCHOOL DISTRICT 65-0011  
SUPERIOR PUBLIC SCHOOLS  
SUPERIOR, NEBRASKA  
June 24, 2020

Notice of the meeting was given in advance through the school webpage and the Superior Express.

Board members were notified in advance of the meeting.

Matt Bargaen: Present, Brad Biltoft: Present, Jason Jensen: Present, Peggy Meyer: Present, Luke Meyers: Present, Matt Sullivan: Present. Present: 6.

1. Routine Business

1.1. Call Meeting to Order

Meeting was called to order at 6:34 p.m. by Matt Sullivan

1.2. Pledge of Allegiance

1.3. Roll Call

1.4. Excuse Absent Board Member(s)

1.5. Approval of Agenda

Motion to approve agenda as presented carried with a motion by Peggy Meyer and a second by Jason Jensen.

Matt Bargaen: Aye, Brad Biltoft: Aye, Jason Jensen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye

Aye: 6, Nay: 0

2. Budget Workshop

Matt Fisher and Carl Dietz, First National Capital Markets, led the board budget workshop. The board reviewed historical data on State Aid, valuations and levy information. Current budget and expenditure figures were analyzed. The board reviewed comparison data with other school districts. Facility planning and capital improvement needs were discussed. Future year and tax levy projections were presented. Mr. Kobza then discussed preliminary considerations for the 2020-21 budget.

3. Adjournment

Meeting adjourned at 8:38 p.m. by Sullivan.

**June 2020**

**Bills**

Original List	\$	196,220.71
Voided Expenditure Checks	\$	-
Receipts Posted to Expenditure Accounts	\$	(3,547.94)
Total	\$	192,672.77

**Additions**

NONE	\$	-
	\$	-
	\$	-
Total Additions	\$	-

**Total Bills** \$ 192,672.77

**Payroll & Benefits**

Original Total	\$	421,382.03
Additions/Corrections	\$	-
Total	\$	421,382.03

**Total Payroll & Benefits** \$ 421,382.03

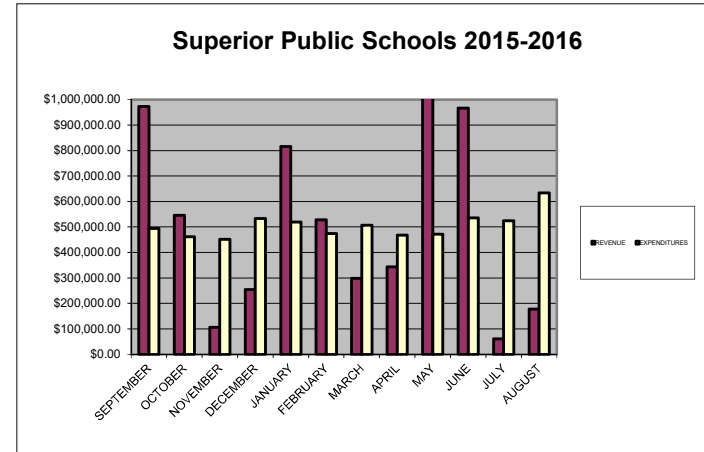
**June Expenditure Adjusted Grand Total** \$ 614,054.80

**GENERAL FUND RECAP - May 2020**

Beginning Balance 05-31-2020	\$	2,840,357.07
Receipts	\$	535,382.77
Expenditures	\$	614,054.80
Ending Balance 06-30-2020	\$	2,761,685.04

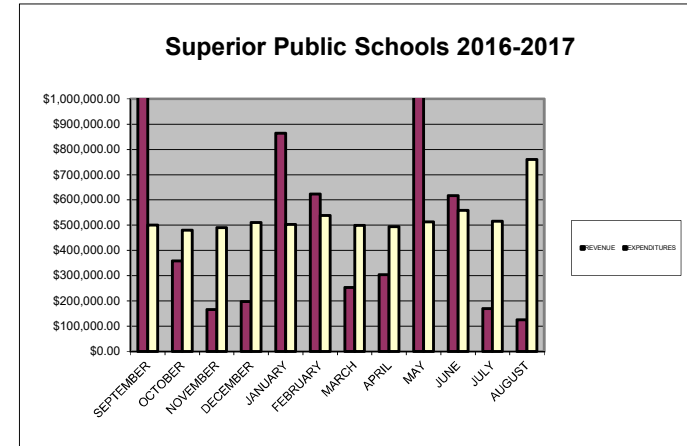
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011  
GENERAL FUND  
2016-2017 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$2,019,504.69	\$973,034.06	\$493,897.31	\$2,498,641.44
OCTOBER	\$2,498,641.44	\$545,370.27	\$462,076.62	\$2,581,935.09
NOVEMBER	\$2,581,935.09	\$106,093.08	\$451,135.14	\$2,236,893.03
DECEMBER	\$2,236,893.03	\$254,768.19	\$533,122.23	\$1,958,538.99
JANUARY	\$1,958,538.99	\$815,695.02	\$519,813.32	\$2,254,420.69
FEBRUARY	\$2,254,420.69	\$527,881.75	\$473,755.37	\$2,308,547.07
MARCH	\$2,308,547.07	\$298,590.08	\$507,114.96	\$2,100,022.19
APRIL	\$2,100,022.19	\$343,055.87	\$467,709.83	\$1,975,368.23
MAY	\$1,975,368.23	\$1,165,257.84	\$471,630.76	\$2,668,995.31
JUNE	\$2,668,995.31	\$966,642.25	\$535,840.23	\$3,099,797.33
JULY	\$3,099,797.33	\$61,069.79	\$523,753.69	\$2,637,113.43
AUGUST	\$2,637,113.43	\$177,105.89	\$633,189.02	\$2,181,030.30



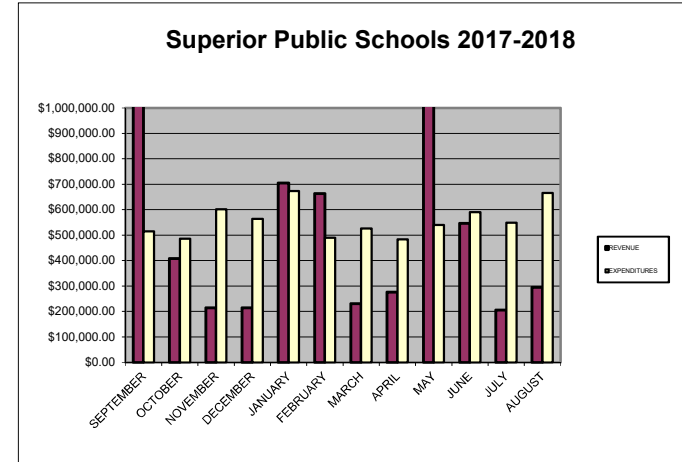
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011  
GENERAL FUND  
2017-2018 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$2,181,030.30	\$1,119,270.98	\$500,244.63	\$2,800,056.65
OCTOBER	\$2,800,056.65	\$358,893.97	\$480,605.17	\$2,678,345.45
NOVEMBER	\$2,678,345.45	\$166,344.93	\$490,951.08	\$2,353,739.30
DECEMBER	\$2,353,739.30	\$197,119.16	\$510,728.63	\$2,040,129.83
JANUARY	\$2,040,129.83	\$864,513.40	\$503,624.37	\$2,401,018.86
FEBRUARY	\$2,401,018.86	\$623,163.35	\$538,072.19	\$2,486,110.02
MARCH	\$2,486,110.02	\$253,219.56	\$499,068.01	\$2,240,261.57
APRIL	\$2,240,261.57	\$303,981.81	\$494,240.72	\$2,050,002.66
MAY	\$2,050,002.66	\$1,596,500.95	\$512,663.51	\$3,133,840.10
JUNE	\$3,133,840.10	\$616,663.58	\$558,894.01	\$3,191,609.67
JULY	\$3,191,609.67	\$170,396.55	\$516,223.32	\$2,845,782.90
AUGUST	\$2,845,782.90	\$125,580.82	\$759,715.85	\$2,211,647.87



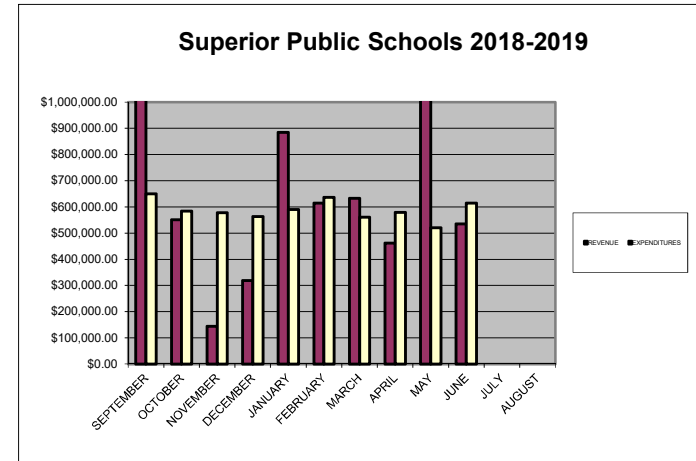
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011  
GENERAL FUND  
2018-2019 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$2,211,647.87	\$1,179,294.60	\$514,619.07	\$2,876,323.40
OCTOBER	\$2,876,323.40	\$408,247.35	\$486,399.08	\$2,798,171.67
NOVEMBER	\$2,798,171.67	\$214,450.66	\$601,826.77	\$2,410,795.56
DECEMBER	\$2,410,795.56	\$214,513.74	\$563,437.36	\$2,061,871.94
JANUARY	\$2,061,871.94	\$704,774.93	\$673,228.58	\$2,093,418.29
FEBRUARY	\$2,093,418.29	\$663,288.73	\$490,225.81	\$2,266,481.21
MARCH	\$2,266,481.21	\$230,221.70	\$526,622.90	\$1,970,080.01
APRIL	\$1,970,080.01	\$275,606.87	\$483,913.91	\$1,761,772.97
MAY	\$1,761,772.97	\$1,618,621.40	\$539,819.49	\$2,840,574.88
JUNE	\$2,840,574.88	\$546,574.89	\$590,013.02	\$2,797,136.75
JULY	\$2,797,136.75	\$204,807.75	\$548,279.53	\$2,453,664.97
AUGUST	\$2,453,664.97	\$294,025.51	\$666,084.59	\$2,081,605.89



**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011  
GENERAL FUND  
2019-2020 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$2,081,605.89	\$1,140,743.32	\$649,859.92	\$2,572,489.29
OCTOBER	\$2,572,489.29	\$551,559.00	\$584,510.28	\$2,539,538.01
NOVEMBER	\$2,539,538.01	\$143,851.40	\$577,781.45	\$2,105,607.96
DECEMBER	\$2,105,607.96	\$318,249.77	\$563,042.07	\$1,860,815.66
JANUARY	\$1,860,815.66	\$885,052.02	\$589,545.70	\$2,156,321.98
FEBRUARY	\$2,156,321.98	\$614,680.36	\$636,514.66	\$2,134,487.68
MARCH	\$2,134,487.68	\$632,297.03	\$560,310.40	\$2,206,474.31
APRIL	\$2,206,474.31	\$462,013.82	\$579,090.64	\$2,089,397.49
MAY	\$2,089,397.49	\$1,271,335.81	\$520,376.23	\$2,840,357.07
JUNE	\$2,840,357.07	\$535,382.77	\$614,054.80	\$2,761,685.04
JULY				
AUGUST				



# Superior Public Schools

## June 2020 Cash Summary Report

<b>Fund</b>	<b>Description</b>	<b>Beginning</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Ending Balance</b>
01	General Fund	\$2,840,357.07	\$535,382.77	(\$614,054.80)	\$2,761,685.04
02	Depreciation Fund	\$136,069.67	\$9.40	\$0.00	\$136,079.07
03	Employee Benefit Fund	\$60,467.88	\$2.48	\$0.00	\$60,470.36
06	School Nutrition Fund	\$27,608.84	\$37,251.50	(\$13,440.38)	\$51,419.96
07	Bond Fund	\$511,265.53	\$40,364.22	(\$52,515.17)	\$499,114.58
08	Special Building Fund	\$540,538.53	\$53,241.11	(\$185,972.38)	\$407,807.26
09	QCPUF Fund	\$4,834.36	\$7.08	\$0.00	\$4,841.44
10	Cooperative Fund	\$302,071.87	\$158.20	\$0.00	\$302,230.07
<b>Sub Total</b>		<b>\$4,423,213.75</b>	<b>\$666,416.76</b>	<b>(\$865,982.73)</b>	<b>\$4,223,647.78</b>

**SUPERIOR PUBLIC SCHOOLS**

**TREASURER'S REPORT**

**June 2020**

<b>DEPRECIATION FUND</b>	<b>F&amp;M Bank</b>	<b>NLAF</b>
Beg Balance 05/31/2020	\$39,244.48	\$96,825.19
Receipts	\$7.31 interest	\$2.09 dividends
Disbursements	\$0.00	\$0.00 transfer to F&M
Ending Balance 06/30/2020	\$39,251.79	\$96,827.28
<b>Total Depreciation Balance</b>		<b>\$136,079.07</b>

<b>QUALIFIED CAPITAL PURPOSE FUND</b>	<b>F&amp;M Bank</b>	
Beg Balance 05/31/2020	\$4,834.36	
Receipts	\$6.66 County Proceeds \$0.42 interest	
Disbursements	\$0.00	
Ending Balance 06/30/2020	\$4,841.44	

<b>BOND FUND</b>	<b>Horizon Bank</b>	<b>NLAF</b>
Beg Balance 05/31/2020	\$309,688.76	\$201,576.77
Receipts	\$40,204.42 County Proceeds \$155.45 interest	\$4.35 dividends
Disbursements	\$7,368.75 BOKF (2012 interest, agent fee) \$45,146.42 BOKF (2019 bond interest)	
Ending Balance 06/30/2020	\$297,533.46	\$201,581.12
<b>Total Bond Fund Balance</b>		<b>\$499,114.58</b>

<b>SPECIAL BUILDING FUND</b>	<b>F&amp;M Bank</b>	
Beg Balance 05/31/2020	\$540,538.53	
Receipts	\$53,135.71 County Proceeds \$105.40 interest	
Disbursements	\$181,613.00 Community Building Solutions (pmt 3 - HVAC/electrical upgrades) \$4,359.38 Protex (pmt 2 - Elem/Sec fire alarm connect)	
Ending Balance 06/30/2020	\$407,807.26	

<b>CERTIFICATES OF DEPOSIT/SAVINGS</b>	<b>Cornerstone</b>	<b>NLAF CDs/savings</b>
Beg Balance 05/31/2020	\$137,326.77	\$164,745.10
Interest	\$158.02 \$0.00 cashed	\$0.00 CD interest \$0.18 dividends
Ending Balance 06/30/2020	\$137,484.79	\$164,745.28
<b>Total Cooperative Balance</b>		<b>\$302,230.07</b>

# Current Cash Balance

Sorted by Site ID, Reporting ID, Activity ID.  
From 06/01/2020 to 06/30/2020.

Site ID	Site Name	Rep ID	Reporting ID Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Activity ID	Activity Name							
<b>SPS</b>	<b>Superior Public Schools</b>							
100	Athletics			4,644.85	0.00	47.27	0.00	4,597.58
110	Boys' Basketball			284.70	20.00	250.00	0.00	54.70
115	Cross Country			185.93	0.00	0.00	0.00	185.93
120	Girls' Basketball			2,441.99	75.00	0.00	0.00	2,516.99
125	Boys' Golf			697.46	0.00	40.00	0.00	657.46
130	Football			552.92	4,813.00	0.00	0.00	5,365.92
135	JH Football			8.50	0.00	0.00	0.00	8.50
140	JH Volleyball			754.51	0.00	0.00	0.00	754.51
145	JH Girls Basketball			8.81	0.00	0.00	0.00	8.81
150	Girls' Golf			0.00	0.00	0.00	0.00	0.00
170	Volleyball			3,710.72	0.00	0.00	0.00	3,710.72
180	Wrestling			359.62	0.00	0.00	0.00	359.62
190	Track			204.32	0.00	0.00	0.00	204.32
300	Archery			863.80	0.00	0.00	0.00	863.80
305	Art Club			123.52	0.00	0.00	0.00	123.52
320	Community Service Club			1,165.29	0.00	0.00	0.00	1,165.29
325	Drama			1,103.15	0.00	0.00	0.00	1,103.15
335	FBLA			2,174.19	0.00	0.00	0.00	2,174.19
345	FFA			8,732.14	1,044.00	500.00	0.00	9,276.14
350	Foreign Language			1,832.09	0.00	0.00	0.00	1,832.09
355	S Club			626.49	0.00	0.00	0.00	626.49
360	Speech			159.07	0.00	0.00	0.00	159.07
365	Student Council			7,908.37	0.00	174.15	0.00	7,734.22
370	Drill Team			889.70	0.00	0.00	0.00	889.70
500	Elementary K-6			12,196.27	877.20	148.89	0.00	12,924.58
505	Jr. High 7-8			869.65	0.00	0.00	0.00	869.65
510	Secondary			1,882.42	0.00	0.00	0.00	1,882.42
511	Secondary PBIS			647.37	0.00	0.00	0.00	647.37
519	Class of 2019			0.00	0.00	0.00	0.00	0.00
520	Class of 2020			922.31	0.00	31.75	0.00	890.56
521	Class of 2021			5,979.21	90.00	0.00	0.00	6,069.21
522	Class of 2022			3,850.71	0.00	0.00	0.00	3,850.71
523	Class of 2023			2,577.08	0.00	0.00	0.00	2,577.08
524	Class of 2024			0.00	0.00	0.00	0.00	0.00
610	Ag Ed			56.94	0.00	0.00	0.00	56.94
615	Ag Trip			395.65	0.00	0.00	0.00	395.65
620	Art Fund			2,837.82	0.00	0.00	0.00	2,837.82
630	Music			20,878.37	0.00	426.74	0.00	20,451.63
640	Flashlight			8,866.44	0.00	15.30	0.00	8,851.14
650	Greenhouse			137.68	0.00	0.00	0.00	137.68
660	Industrial Arts			4,186.78	0.00	159.62	0.00	4,027.16
670	Student Purchases			0.00	0.00	0.00	0.00	0.00
690	Yearbook			1,010.11	0.00	0.00	0.00	1,010.11

# Current Cash Balance

Sorted by Site ID, Reporting ID, Activity ID.  
From 06/01/2020 to 06/30/2020.

Site ID	Site Name					
Rep ID	Reporting ID Name					
Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
800	Backpack Program	10,135.56	182.60	0.00	0.00	10,318.16
805	EPOCH	519.10	0.00	0.00	0.00	519.10
810	Flower Fund	576.29	0.00	0.00	0.00	576.29
830	Library Fund	291.39	0.00	0.00	0.00	291.39
850	Weight Room	214.62	0.00	0.00	0.00	214.62
860	Teachers' Workroom	1,179.78	0.00	0.00	0.00	1,179.78
870	Therapy Dog	516.45	0.00	0.00	0.00	516.45
880	Wildcat Food	5,259.59	0.00	0.00	0.00	5,259.59
890	Wellness Grant	1,135.28	0.00	0.00	0.00	1,135.28
990	Interest	2,913.79	17.96	0.00	0.00	2,931.75
<b>Totals:</b>		<u>129,468.80</u>	<u>7,119.76</u>	<u>1,793.72</u>	<u>0.00</u>	<u>134,794.84</u>
<b>SPS Totals:</b>		<u>129,468.80</u>	<u>7,119.76</u>	<u>1,793.72</u>	<u>0.00</u>	<u>134,794.84</u>
<b>Report Totals:</b>		<u><u>129,468.80</u></u>	<u><u>7,119.76</u></u>	<u><u>1,793.72</u></u>	<u><u>0.00</u></u>	<u><u>134,794.84</u></u>

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2020 to 06/30/2020.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
<hr/> <b>100 Athletics</b> <hr/>						
SPS	Superior Public Schools					
033225 Cleared	06/08/2020 06/30/2020	Eakes Office Solutions	No	8020372-0	Kim Williams labels for medals	12.49
033231 Cleared	06/08/2020 06/30/2020	SYNCB/AMAZON	No	3870619	Kim Williams frame for K Meyer jersey	34.78
Total for SPS - Superior Public Schools:						47.27
Total for 100 - Athletics:						47.27
<hr/> <b>110 Boys' Basketball</b> <hr/>						
SPS	Superior Public Schools					
033235 Printed	06/29/2020 06/29/2020	Sandy Creek Schools	No	07012020	Kim Williams Boys BB team camp- two teams	250.00
<hr/> <b>125 Boys' Golf</b> <hr/>						
SPS	Superior Public Schools					
033233 Cleared	06/17/2020 06/30/2020	Brooke Bauer Photography	No	1516	Kim Williams team and individual photos	40.00
<hr/> <b>345 FFA</b> <hr/>						
SPS	Superior Public Schools					
033224 Cleared	06/08/2020 06/30/2020	Brenden Jensen	No	2020	Kim Williams Poole Memorial Scholarship	500.00
<hr/> <b>365 Student Council</b> <hr/>						
SPS	Superior Public Schools					
033226 Cleared	06/08/2020 06/30/2020	Gail Anne Aurand	No	2020	Kim Williams Crown bearer outfits	174.15
<hr/> <b>500 Elementary K-6</b> <hr/>						
SPS	Superior Public Schools					
033232 Cleared	06/08/2020 06/30/2020	U.S. Bank	No	77491018	Kim Williams PBiS banners	148.89

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2020 to 06/30/2020.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
<hr/> <b>520</b> <b>Class of 2020</b> <hr/>						
SPS      Superior Public Schools						
033236 Printed	06/29/2020 06/29/2020	Trisha Hayes	No	June 2020	Kim Williams alumni picture board supplies	31.75
<hr/> <b>630</b> <b>Music</b> <hr/>						
SPS      Superior Public Schools						
033230 Cleared	06/08/2020 06/30/2020	Patricia Sarten	No		Kim Williams Music trip refund	335.00
033234 Printed	06/29/2020 06/29/2020	J.W. Pepper & Son Inc	No	346847312	Kim Williams Music folders	91.74
Total for SPS - Superior Public Schools:						426.74
Total for 630 - Music:						426.74
<hr/> <b>640</b> <b>Flashlight</b> <hr/>						
SPS      Superior Public Schools						
033228 Cleared	06/08/2020 06/30/2020	Melissa Schuster	No	May 2020	Kim Williams postage to mail letters to Juniors	15.30
<hr/> <b>660</b> <b>Industrial Arts</b> <hr/>						
SPS      Superior Public Schools						
033227 Cleared	06/08/2020 06/30/2020	Kenny's Lumber & Farm Supply Inc	No	May 2020	Kim Williams ticket booth supplies	87.71
033229 Cleared	06/08/2020 06/30/2020	Menards-Hastings	No	98394	Kim Williams lumber	71.91
Total for SPS - Superior Public Schools:						159.62
Total for 660 - Industrial Arts:						159.62
<b>Grand Total :</b>						<b>1,793.72</b>

# Superior Public Schools

## June 2020 Revenue Budget Report

Account Code	Description	June 2020 Receipts	2019-2020 Budget	Actual (YTD)	Available (YTD)	% of Budget Received
01-1-01100-000-000	Local Property Taxes	(\$359,662.94)	(\$4,548,000.00)	(\$4,245,745.14)	(\$302,254.86)	93.35
01-1-01115-000-000	Carline Tax	\$0.00	(\$4,500.00)	(\$3,337.29)	(\$1,162.71)	74.16
01-1-01120-000-000	Pub Power 5% Gross	\$0.00	(\$6,000.00)	(\$7,194.04)	\$1,194.04	119.90
01-1-01125-000-000	Motor Vehicle Taxes	(\$13,574.57)	(\$210,000.00)	(\$185,608.21)	(\$24,391.79)	88.38
01-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$616.37)	\$0.00	(\$21,609.48)	\$21,609.48	0.00
01-1-01311-000-000	Tuition - Indiv Reg Ed	\$0.00	(\$2,000.00)	(\$2,000.00)	\$0.00	100.00
01-1-01331-000-000	Tuition Otr Dist Reg Ed	\$0.00	(\$32,000.00)	(\$108,000.00)	\$76,000.00	337.50
01-1-01423-000-000	Trans-Oth Dist SPED	\$0.00	(\$2,500.00)	\$0.00	(\$2,500.00)	0.00
01-1-01510-000-000	Interest	(\$1,376.94)	(\$18,000.00)	(\$15,543.94)	(\$2,456.06)	86.35
01-1-01911-000-000	Local License Fees	\$0.00	(\$1,000.00)	(\$1,200.00)	\$200.00	120.00
01-1-01920-000-000	Contributions and Donations From Private Sources	\$0.00	\$0.00	(\$25,000.00)	\$25,000.00	0.00
01-1-01921-000-000	City Police Court Fines	\$0.00	(\$1,000.00)	(\$600.00)	(\$400.00)	60.00
01-1-01955-000-000	Postsecondary Receipts	(\$1,722.00)	\$0.00	(\$1,992.00)	\$1,992.00	0.00
01-1-01990-000-000	Other Local Receipts	(\$329.56)	(\$2,500.00)	(\$2,019.12)	(\$480.88)	80.76
01-1-02110-000-000	Co Fines & License Fees	(\$2,219.99)	(\$18,000.00)	(\$17,672.02)	(\$327.98)	98.17
01-1-02210-000-000	ESU Receipts	\$0.00	(\$1,566.00)	(\$1,950.00)	\$384.00	124.52
01-1-03110-000-000	State Aid	(\$35,367.00)	(\$353,634.00)	(\$353,634.00)	\$0.00	100.00
01-1-03120-000-000	Sped - School Age	(\$100,791.00)	(\$375,000.00)	(\$511,201.00)	\$136,201.00	136.32
01-1-03125-000-000	Sped Transport - SA	\$0.00	(\$22,000.00)	(\$30,470.00)	\$8,470.00	138.50
01-1-03130-000-000	Homestead Exemption	(\$9,050.63)	\$0.00	(\$35,938.34)	\$35,938.34	0.00
01-1-03131-000-000	Property Tax Credit	\$0.00	\$0.00	(\$314,261.46)	\$314,261.46	0.00
01-1-03132-000-000	Personal Prop Tax Credit	\$0.00	\$0.00	(\$11,058.95)	\$11,058.95	0.00
01-1-03133-000-000	Nameplate Capacity	\$0.00	\$0.00	(\$5,177.38)	\$5,177.38	0.00
01-1-03180-000-000	Pro-Rate Motor Vehicle	\$0.00	(\$9,500.00)	(\$7,863.93)	(\$1,636.07)	82.77
01-1-03400-000-000	State Apportionment	\$0.00	(\$38,000.00)	(\$60,404.32)	\$22,404.32	158.95
01-1-03512-000-000	Distance Ed Incentive	\$0.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00
01-1-03535-000-000	High Ability Learners	\$0.00	(\$4,000.00)	(\$4,943.00)	\$943.00	123.57
01-1-03990-000-000	Other State Receipts	\$0.00	(\$500.00)	\$0.00	(\$500.00)	0.00
01-1-04310-000-000	REAP	\$0.00	(\$25,000.00)	(\$34,258.20)	\$9,258.20	137.03
01-1-04505-000-000	Title I	\$0.00	(\$60,000.00)	\$0.00	(\$60,000.00)	0.00
01-1-04509-000-000	Title II A	\$0.00	(\$15,000.00)	(\$26,866.00)	\$11,866.00	179.10
01-1-04516-000-000	IDEA Presc (619) Base, E/P	\$0.00	(\$4,000.00)	(\$7,844.00)	\$3,844.00	196.10
01-1-04519-000-000	IDEA E/Poverty	\$0.00	(\$103,000.00)	\$0.00	(\$103,000.00)	0.00
01-1-04525-000-000	Fed Voc (Carl Perkins)	\$0.00	(\$18,800.00)	(\$21,334.00)	\$2,534.00	113.47
01-1-04530-000-000	PBiS (SPDG) grant	\$0.00	\$0.00	(\$5,640.61)	\$5,640.61	0.00
01-1-04708-000-000	Medicaid	(\$6,932.62)	(\$3,000.00)	(\$16,979.65)	\$13,979.65	565.98
01-1-04709-000-000	NEBMAC Receipts	(\$3,239.15)	(\$7,500.00)	(\$15,367.86)	\$7,867.86	204.90
01-1-05200-000-000	Transfer	\$0.00	\$0.00	(\$418,334.35)	\$418,334.35	0.00
01-1-05300-000-000	Sale Of Property	(\$500.00)	\$0.00	(\$1,062.00)	\$1,062.00	0.00

01-1-05301-000-000	Insurance Adjustments	\$0.00	\$0.00	(\$33,055.01)	\$33,055.01	0.00
<b>Subtotal of Element: [FUND] 01 - General Fund</b>		<b>(\$535,382.77)</b>	<b>(\$5,887,000.00)</b>	<b>(\$6,555,165.30)</b>	<b>\$668,165.30</b>	<b>111.35</b>
02-1-01510-000-000	Interest	(\$9.40)	(\$500.00)	(\$1,499.94)	\$999.94	299.98
02-1-05200-000-000	Gen Fund Transfer	\$0.00	(\$750,000.00)	\$0.00	(\$750,000.00)	0.00
<b>Subtotal of Element: [FUND] 02 - Depreciation Fund</b>		<b>(\$9.40)</b>	<b>(\$750,500.00)</b>	<b>(\$1,499.94)</b>	<b>(\$749,000.06)</b>	<b>0.20</b>
03-1-01510-000-000	Interest On Account	(\$2.48)	\$0.00	(\$41.90)	\$41.90	0.00
03-1-05200-000-000	General Fund Transfers	\$0.00	(\$40,000.00)	\$0.00	(\$40,000.00)	0.00
<b>Subtotal of Element: [FUND] 03 - Employee Benefit Fund</b>		<b>(\$2.48)</b>	<b>(\$40,000.00)</b>	<b>(\$41.90)</b>	<b>(\$39,958.10)</b>	<b>0.10</b>
06-1-01510-000-000	Interest On Account	(\$1.77)	(\$30.00)	(\$23.28)	(\$6.72)	77.60
06-1-01611-000-000	Student Lunch	\$0.00	(\$90,000.00)	(\$52,687.65)	(\$37,312.35)	58.54
06-1-01612-000-000	Student Breakfast	\$0.00	(\$20,000.00)	(\$1,345.60)	(\$18,654.40)	6.72
06-1-01620-000-000	Extra Items (A La Carte)	(\$53.00)	(\$13,770.00)	(\$27,647.37)	\$13,877.37	200.77
06-1-01990-000-000	Other Local (Misc)	(\$134.21)	\$0.00	(\$862.98)	\$862.98	0.00
06-1-03150-000-000	State Lunch Reimb	\$0.00	\$0.00	(\$1,159.11)	\$1,159.11	0.00
06-1-03990-000-000	Other State	(\$500.00)	\$0.00	(\$500.00)	\$500.00	0.00
06-1-04210-000-000	Federal Reimbursement	(\$16,562.52)	(\$152,000.00)	(\$150,500.97)	(\$1,499.03)	99.01
06-1-05200-000-000	General Fund Transfer	(\$20,000.00)	(\$20,000.00)	(\$20,000.00)	\$0.00	100.00
<b>Subtotal of Element: [FUND] 06 - School Nutrition Fund</b>		<b>(\$37,251.50)</b>	<b>(\$295,800.00)</b>	<b>(\$254,726.96)</b>	<b>(\$41,073.04)</b>	<b>86.11</b>
07-1-01100-000-000	Property Tax	(\$39,219.29)	(\$495,043.00)	(\$467,299.83)	(\$27,743.17)	94.39
07-1-01115-000-000	Carline Tax	\$0.00	(\$530.00)	(\$364.46)	(\$165.54)	68.76
07-1-01120-000-000	Pub Power 5% Gross	\$0.00	\$0.00	(\$783.06)	\$783.06	0.00
07-1-01140-000-000	Pen/Int on Delinquent Taxes	\$0.00	\$0.00	(\$848.20)	\$848.20	0.00
07-1-01510-000-000	Interest	(\$159.80)	(\$8,750.00)	(\$5,919.38)	(\$2,830.62)	67.65
07-1-03130-000-000	Homestead Exemption	(\$985.13)	\$0.00	(\$3,912.52)	\$3,912.52	0.00
07-1-03131-000-000	Prop Tax Credit	\$0.00	\$0.00	(\$34,207.10)	\$34,207.10	0.00
07-1-03132-000-000	Personal Prop Tax Credit	\$0.00	\$0.00	(\$1,203.56)	\$1,203.56	0.00
07-1-03133-000-000	Nameplate Capacity	\$0.00	\$0.00	(\$563.55)	\$563.55	0.00
07-1-03180-000-000	Pro Rate MV	\$0.00	\$0.00	(\$860.39)	\$860.39	0.00
07-1-05101-000-000	Bond Refunded	\$0.00	(\$5,500,000.00)	\$0.00	(\$5,500,000.00)	0.00
<b>Subtotal of Element: [FUND] 07 - Bond Fund</b>		<b>(\$40,364.22)</b>	<b>(\$6,004,323.00)</b>	<b>(\$515,962.05)</b>	<b>(\$5,488,360.95)</b>	<b>8.59</b>
08-1-01100-000-000	Property Tax	(\$51,832.24)	(\$655,000.00)	(\$540,911.15)	(\$114,088.85)	82.58
08-1-01115-000-000	Carline Tax	\$0.00	(\$400.00)	(\$456.69)	\$56.69	114.17
08-1-01120-000-000	Pub Power 5% Gross	\$0.00	\$0.00	(\$1,036.09)	\$1,036.09	0.00
08-1-01140-000-000	Pen/Int on Delinquent Taxes	\$0.00	\$0.00	(\$697.88)	\$697.88	0.00
08-1-01510-000-000	Interest	(\$105.40)	(\$400.00)	(\$1,023.34)	\$623.34	255.83
08-1-03130-000-000	Homestead Exempt	(\$1,303.47)	\$0.00	(\$5,201.16)	\$5,201.16	0.00
08-1-03131-000-000	Prop Tax Credit	\$0.00	\$0.00	(\$45,259.88)	\$45,259.88	0.00

08-1-03132-000-000	Personal Prop Tax Credit	\$0.00	\$0.00	(\$1,592.70)	\$1,592.70	0.00
08-1-03133-000-000	Nameplate Capacity	\$0.00	\$0.00	(\$745.65)	\$745.65	0.00
08-1-03180-000-000	Pro Rate MV	\$0.00	(\$1,000.00)	(\$1,044.96)	\$44.96	104.49
<b>Subtotal of Element: [FUND] 08 - Special Building Fund</b>		<b>(\$53,241.11)</b>	<b>(\$656,800.00)</b>	<b>(\$597,969.50)</b>	<b>(\$58,830.50)</b>	<b>91.04</b>
09-1-01100-000-000	Property Tax	(\$6.66)	\$0.00	(\$10,794.41)	\$10,794.41	0.00
09-1-01115-000-000	Carline Tax	\$0.00	\$0.00	(\$3.58)	\$3.58	0.00
09-1-01140-000-000	Pen/Int on Delinquent Taxes	\$0.00	\$0.00	(\$56.12)	\$56.12	0.00
09-1-01510-000-000	Interest	(\$0.42)	\$0.00	(\$17.00)	\$17.00	0.00
09-1-03180-000-000	Pro Rate MV	\$0.00	\$0.00	(\$13.10)	\$13.10	0.00
<b>Subtotal of Element: [FUND] 09 - QCPUF Fund</b>		<b>(\$7.08)</b>	<b>\$0.00</b>	<b>(\$10,884.21)</b>	<b>\$10,884.21</b>	<b>0.00</b>
10-1-01510-000-000	Interest on Account	(\$158.20)	(\$10,000.00)	(\$4,229.71)	(\$5,770.29)	42.29
<b>Subtotal of Element: [FUND] 10 - Cooperative Fund</b>		<b>(\$158.20)</b>	<b>(\$10,000.00)</b>	<b>(\$4,229.71)</b>	<b>(\$5,770.29)</b>	<b>42.30</b>
<b>Grand Total</b>		<b>(\$666,416.76)</b>	<b>(\$13,644,423.00)</b>	<b>(\$7,940,479.57)</b>	<b>(\$5,703,943.43)</b>	<b>58.20</b>

# Superior Public Schools

## June 2020 Expense Budget Report

FUND	FUNCTION	June 2020 Expenditures	2019-2020 Budget	Actuals (YTD)	Available	% of Budget Spent
01 - General Fund	01100 - Regular Instruction	\$220,000.31	\$2,921,100.00	\$2,231,969.86	\$689,130.14	76.41
01 - General Fund	01125 - Regular Instructional Programs School Age (Flex-Spending)	\$2,974.44		\$8,007.58	(\$8,007.58)	
01 - General Fund	01150 - Limited English Proficiency Programs	\$0.00	\$5,700.00	\$0.00	\$5,700.00	0.00
01 - General Fund	01160 - Poverty Programs	\$21,659.83	\$257,500.00	\$206,172.45	\$51,327.55	80.07
01 - General Fund	01200 - Special Education Instructional Programs - School Age	\$124,870.01	\$993,750.00	\$844,498.20	\$150,751.80	84.85
01 - General Fund	01291 - Special Education Instructional Programs - Ages 3-5	\$2,646.29	\$119,300.00	\$92,755.08	\$26,544.92	77.75
01 - General Fund	01292 - Special Education Instructional Programs - Ages 0-2	\$1,144.17	\$36,950.00	\$33,978.00	\$2,972.00	91.96
01 - General Fund	01300 - Summer School	\$0.00	\$27,500.00	\$117.85	\$27,382.15	0.43
01 - General Fund	01400 - Adult Education	\$0.00	\$3,200.00	\$2,698.17	\$501.83	84.32
01 - General Fund	02110 - Attendance and Social Work Services	\$0.00	\$8,000.00	\$6,554.08	\$1,445.92	81.93
01 - General Fund	02120 - Guidance Services	\$10,229.91	\$136,000.00	\$102,547.55	\$33,452.45	75.40
01 - General Fund	02130 - Health Services	\$0.00	\$34,050.00	\$15,477.44	\$18,572.56	45.46
01 - General Fund	02140 - Psychological Services	\$1,663.85		\$7,592.37	(\$7,592.37)	
01 - General Fund	02141 - Psychological Services - SPED - School Age	\$6,058.51	\$160,000.00	\$66,017.35	\$93,982.65	41.26
01 - General Fund	02142 - Psychological Services - SPED - Ages 3-5	\$1,448.25	\$10,000.00	\$5,035.88	\$4,964.12	50.36
01 - General Fund	02143 - Psychological Services - SPED - Ages 0-2	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00
01 - General Fund	02151 - Speech Pathology and Audiology Services - SPED - School Age	\$13,071.31	\$215,500.00	\$134,505.86	\$80,994.14	62.42
01 - General Fund	02152 - Speech Pathology and Audiology Services - SPED - Ages 3-5	\$1,583.47	\$24,000.00	\$9,500.82	\$14,499.18	39.59
01 - General Fund	02153 - Speech Pathology and Audiology Services - SPED - Ages 0-2	\$1,626.46	\$24,000.00	\$22,459.08	\$1,540.92	93.58
01 - General Fund	02161 - Occupational Therapy-Related Services - SPED - School Age	\$8,117.46	\$30,000.00	\$14,593.06	\$15,406.94	48.64
01 - General Fund	02162 - Occupational Therapy-Related Services - SPED - Ages 3-5	\$3,977.53	\$15,000.00	\$7,465.02	\$7,534.98	49.77
01 - General Fund	02163 - Occupational Therapy-Related Services - SPED - Ages 0-2	\$207.91	\$5,000.00	\$457.09	\$4,542.91	9.14
01 - General Fund	02171 - Physical Therapy-Related Services - SPED - School Age	\$66.00	\$13,000.00	\$5,758.50	\$7,241.50	44.30
01 - General Fund	02172 - Physical Therapy-Related Services - SPED - Ages 3-5	\$33.00	\$6,500.00	\$1,831.50	\$4,668.50	28.18
01 - General Fund	02173 - Physical Therapy-Related Services - SPED - Ages 0-2	\$33.00	\$3,000.00	\$1,798.50	\$1,201.50	59.95
01 - General Fund	02181 - Visually Impaired or Vision Services - SPED - School Age	\$738.42	\$9,000.00	\$10,375.00	(\$1,375.00)	115.28
01 - General Fund	02190 - Support Services - Student - Other	\$99.53	\$21,950.00	\$16,258.14	\$5,691.86	74.07
01 - General Fund	02212 - Instruction and Curriculum Development	\$9,400.00	\$33,500.00	\$48,266.60	(\$14,766.60)	144.08
01 - General Fund	02213 - Instructional Staff Training	\$0.00	\$25,500.00	\$16,003.61	\$9,496.39	62.76
01 - General Fund	02220 - Library or Media Services	\$5,312.98	\$74,000.00	\$68,912.49	\$5,087.51	93.12
01 - General Fund	02224 - Educational Television Services	\$1,275.57	\$14,000.00	\$12,013.40	\$1,986.60	85.81
01 - General Fund	02230 - Instruction-Related Technology	\$9,080.30	\$70,000.00	\$115,761.59	(\$45,761.59)	165.37
01 - General Fund	02240 - Academic Student Assessment	\$1,062.50	\$8,000.00	\$2,517.50	\$5,482.50	31.47
01 - General Fund	02310 - Board of Education	\$69.53	\$25,000.00	\$20,397.02	\$4,602.98	81.59

01 - General Fund	02320 - Executive Administration	\$19,432.28	\$240,000.00	\$189,034.31	\$50,965.69	78.76
01 - General Fund	02330 - District Legal Services	\$1,346.50	\$30,000.00	\$6,980.48	\$23,019.52	23.27
01 - General Fund	02410 - Office of the Principal	\$32,079.21	\$385,000.00	\$308,397.69	\$76,602.31	80.10
01 - General Fund	02510 - Fiscal Services	\$8,482.33	\$189,400.00	\$121,317.31	\$68,082.69	64.05
01 - General Fund	02530 - Printing, Publishing, and Duplicating Services	\$0.00		\$600.00	(\$600.00)	
01 - General Fund	02570 - Personnel Services	\$0.00	\$23,000.00	\$1,024.05	\$21,975.95	4.45
01 - General Fund	02610 - Operation of Buildings	\$23,972.06	\$301,100.00	\$233,801.54	\$67,298.46	77.65
01 - General Fund	02620 - Maintenance of Buildings	\$10,424.84	\$282,800.00	\$179,905.58	\$102,894.42	63.62
01 - General Fund	02630 - Care and Upkeep of Grounds	\$3,079.71	\$79,100.00	\$18,216.89	\$60,883.11	23.03
01 - General Fund	02650 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$163.30	\$6,500.00	\$2,881.71	\$3,618.29	44.33
01 - General Fund	02660 - Security	\$725.00	\$17,000.00	\$16,130.25	\$869.75	94.88
01 - General Fund	02670 - Safety	\$3,333.70	\$5,000.00	\$5,658.56	(\$658.56)	113.17
01 - General Fund	02710 - Vehicle Operation and Purchasing - Regular Education	\$11,736.54	\$262,250.00	\$226,016.77	\$36,233.23	86.18
01 - General Fund	02712 - Vehicle Operation and Purchasing - School Age SPED	\$4,732.87	\$80,500.00	\$69,334.44	\$11,165.56	86.13
01 - General Fund	02713 - Vehicle Operation and Purchasing - Below Age 5 SPED	\$499.26	\$36,500.00	\$7,912.19	\$28,587.81	21.68
01 - General Fund	02730 - Vehicle Servicing and Maintenance - Regular Education	\$985.73	\$13,450.00	\$12,213.97	\$1,236.03	90.81
01 - General Fund	02732 - Vehicle Servicing and Maintenance - School Age SPED	\$114.40	\$12,500.00	\$4,415.62	\$8,084.38	35.32
01 - General Fund	02733 - Vehicle Servicing and Maintenance - Below Age 5 SPED	\$137.14	\$5,500.00	\$297.08	\$5,202.92	5.40
01 - General Fund	03512 - Distance Education Incentive Payments	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
01 - General Fund	03535 - High Ability Learners	\$206.97	\$24,400.00	\$26,661.07	(\$2,261.07)	109.27
01 - General Fund	06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$7,291.54	\$99,325.00	\$72,915.41	\$26,409.59	73.41
01 - General Fund	06310 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction	\$0.00	\$55,000.00	\$26,866.00	\$28,134.00	48.85
01 - General Fund	06404 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	\$0.00	\$37,200.00	\$15,475.00	\$21,725.00	41.60
01 - General Fund	06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$4,000.00	\$6,333.98	(\$2,333.98)	158.35
01 - General Fund	06408 - Federal Services - IDEA Part B (611); Base & Enrollment Poverty - Ages 0-21	\$14,362.51		\$75,149.77	(\$75,149.77)	
01 - General Fund	06410 - Federal Services - IDEA Enrollment or Poverty (611)	\$0.00	\$57,500.00	\$0.00	\$57,500.00	0.00
01 - General Fund	06455 -	\$0.00	\$1,500.00	\$0.00	\$0.00	
01 - General Fund	06690 - Federal Services - Other Federal Non-Categorical Expenditures	\$0.00	\$13,000.00	\$528.52	\$12,471.48	4.07
01 - General Fund	06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)	\$849.00	\$26,850.00	\$12,022.77	\$14,827.23	44.78
01 - General Fund	06968 - Federal Services - 21st Century Learning	\$1,649.37	\$74,625.00	\$38,440.35	\$36,184.65	51.51
01 - General Fund	06992 - Federal Services - REAP	\$0.00	\$31,000.00	\$34,258.20	(\$3,258.20)	110.51
01 - General Fund	08000 - Transfers (Outgoing)	\$20,000.00	\$55,000.00	\$30,000.00	\$25,000.00	54.55
<b>Subtotal of Element: [FUND] 01 - General Fund</b>		<b>\$614,054.80</b>	<b>\$7,790,000.00</b>	<b>\$5,875,086.15</b>	<b>\$1,914,913.85</b>	
02 - Depreciation	02900 - Other Support Services	\$0.00	\$1,008,500.00	\$127,770.41	\$880,729.59	12.67

<b>Subtotal of Element: [FUND] 02 - Depreciation Fund</b>		<b>\$0.00</b>	<b>\$1,008,500.00</b>	<b>\$127,770.41</b>	<b>\$880,729.59</b>	
03 - Employee Benefit Fund	02290 - Other Support Services - Instructional Staff	\$0.00		\$39,000.00	(\$39,000.00)	
03 - Employee Benefit Fund	02900 - Other Support Services	\$0.00	\$141,450.00	\$0.00	\$141,450.00	0.00
<b>Subtotal of Element: [FUND] 03 - Employee Benefit Fund</b>		<b>\$0.00</b>	<b>\$141,450.00</b>	<b>\$39,000.00</b>	<b>\$102,450.00</b>	
06 - School Nutrition	03100 - Food Services Operations	\$13,440.38	\$316,218.00	\$230,786.29	\$85,431.71	72.98
06 - School Nutrition	03990 - NE Thursdays mini grant	\$0.00		\$500.00	(\$500.00)	
<b>Subtotal of Element: [FUND] 06 - School Nutrition Fund</b>		<b>\$13,440.38</b>	<b>\$316,218.00</b>	<b>\$231,286.29</b>	<b>\$84,931.71</b>	
07 - Bond Fund	05000 - Debt Service	\$52,515.17	\$6,830,000.00	\$1,021,478.80	\$5,808,521.20	14.96
<b>Subtotal of Element: [FUND] 07 - Bond Fund</b>		<b>\$52,515.17</b>	<b>\$6,830,000.00</b>	<b>\$1,021,478.80</b>	<b>\$5,808,521.20</b>	
08 - Special Building	02515 - Building and Sites	\$185,972.38	\$837,600.00	\$447,165.10	\$390,434.90	53.39
<b>Subtotal of Element: [FUND] 08 - Special Building Fund</b>		<b>\$185,972.38</b>	<b>\$837,600.00</b>	<b>\$447,165.10</b>	<b>\$390,434.90</b>	
09 - QCPUF Fund	02515 - Building and Sites	\$0.00		\$2,922.61	(\$2,922.61)	
09 - QCPUF Fund	02620 - Maintenance of Buildings	\$0.00	\$50,705.00	\$8,941.69	\$41,763.31	17.63
09 - QCPUF Fund	02670 - Safety	\$0.00		\$13,838.00	(\$13,838.00)	
<b>Subtotal of Element: [FUND] 09 - QCPUF Fund</b>		<b>\$0.00</b>	<b>\$50,705.00</b>	<b>\$25,702.30</b>	<b>\$25,002.70</b>	
10 - Cooperative Fund	08000 - Transfers (Outgoing)	\$0.00	\$725,000.00	\$418,334.35	\$306,665.65	57.70
<b>Subtotal of Element: [FUND] 10 - Cooperative Fund</b>		<b>\$0.00</b>	<b>\$725,000.00</b>	<b>\$418,334.35</b>	<b>\$306,665.65</b>	
<b>Grand Total</b>		<b>\$865,982.73</b>	<b>\$17,699,473.00</b>	<b>\$8,185,823.40</b>	<b>\$9,513,649.60</b>	

# Superior Public Schools

## July 2020 General Fund Check Listing Report

Payee	Description	Amount
Aperture Education	2020-2021 Dessa System	\$2,000.00
Apex Technologies Inc	upgrade Shoretel phones	\$380.00
Apple Inc.	Blackstone, Grabast, Fuller iPads	\$897.00
Apple Inc.	Nannen computer	\$1,199.00
ASK Supply Company	COVID-color change towels	\$53.21
ASK Supply Company	custodial supplies	\$642.16
ASK Supply Company	custodial supplies	\$304.20
B-Green Lawn Care	Applicaiton #2	\$1,500.00
Baker & Son Disposal LLC	dumpster	\$372.98
Betka Plumbing, Heating & Air Conditioning	JH lockerroom drain repair	\$100.40
Brodstone Memorial Hospital	June 2020 IT services	\$2,732.76
Brodstone Memorial Hospital	June 2020 PT services	\$99.00
Cengage Learning	Fuller student workbooks	\$159.50
Culligan of Hastings	Elem water softener repair, salt	\$155.45
Curriculum Associates LLC	J Utecht workbooks-summer school	\$178.98
Curriculum Leadership Institute	SACS mileage, lodging, per diem	\$675.00
Curriculum Leadership Institute	2020-21 contract, payment 1	\$4,750.00
DAS State Acctg-Central Finance	May 2020 Network NE	\$229.32
Douglas L. Hoins	PBiS Tier III training meal (Subway)	\$21.25
Eakes Office Solutions	Schuster supplies	\$108.73
Eakes Office Solutions	Mumm supplies	\$164.63
Eakes Office Solutions	Mueller supplies	\$496.21
Eakes Office Solutions	Going supplies	\$115.05
Eakes Office Solutions	Hansen supplies	\$156.20
Eakes Office Solutions	White supplies	\$62.18
Eakes Office Solutions	Hershberger supplies	\$63.55
Eakes Office Solutions	Mumm supplies	\$2.78
Eakes Office Solutions	Fuller supplies	\$338.27
Eakes Office Solutions	Mellott supplies	\$316.58
Eakes Office Solutions	Arrickx supplies	\$193.67
Eakes Office Solutions	Blevins supplies	\$315.64
Eakes Office Solutions	Ehlers supplies	\$268.36
Eakes Office Solutions	Jameson supplies	\$34.69
Educational Service Unit #9	Jameson Science Retreat	\$10.00
Educational Service Unit #9	Biltoft Google training	\$15.00
Educational Service Unit #9	Freeman Google training	\$15.00
Educational Service Unit #9	Jameson Tech Tools	\$40.00
Educational Service Unit #9	18+ Program	\$2,901.36
Educational Service Unit #9	Deaf Educator	\$259.03
Educational Service Unit #9	Education Consultant	\$3,022.04
Educational Service Unit #9	Home Base	\$889.91
Educational Service Unit #9	School Psychologist	\$1,424.11
Educational Service Unit #9	BAF SLP	\$600.51
Educational Service Unit #9	SRS	\$901.00
Educational Service Unit #9	Vision Consultant	\$305.55
Employee Benefit Fund	Early retirement payments transfer	\$40,000.00
Energized Electric	Elem HVAC repair	\$180.00
ESU Coordinating Council	Movie Site License	\$330.00
ExploreLearning	Jameson Gizmos subscription	\$875.00
Flinn Scientific Inc.	Hershberger supplies	\$15.20
Follett School Solutions, Inc	2020-2021 site license	\$870.45
Glenwood Telecommunications	GTV services	\$117.19
Glenwood Telecommunications	internet services	\$234.00
Glenwood Telecommunications	landlines	\$181.93

Harris School Solutions	2020-2021 Apta Fund renewal	\$4,621.24
Harris School Solutions	2020-2021 Census software	\$698.41
Heartland Roofing Consultants	annual roof service agreement, pmt 3	\$1,237.50
HireRight, LLC	2020-2021 screening services	\$250.00
Ideal Market	curriculum meetings water	\$5.49
Ideal Market	Budget workshop meal	\$91.29
Imagine This Enterprises, Inc.	Porter supplies	\$159.94
Innovative Office Solutions	Dayna Miller supplies	\$8.10
John Druba	trash service	\$513.00
JW Pepper & Son Inc	Grade 6 Band books	\$173.96
JW Pepper & Son Inc	Grade 6 Band books, music	\$476.62
JW Pepper & Son Inc	Grade 6 Band books	\$17.98
Katrina Hansen	Hansen - Champions for Science - virtual conference	\$44.00
Kenny's Lumber and Farm Supply Inc	maintenance supplies	\$910.70
Lisa Jameson	Jameson- Science webinars	\$135.00
Marty Kobza	cell phone stipend	\$50.00
Master Teacher (The)	Cook 2020-2021 subscription	\$1,047.20
Maverick Industries, Inc	Elem HVAC repairs	\$400.00
McGraw-Hill School Education Holdings, LLC	J Utecht, Blackstone, Hollingshead Reading supplies	\$995.38
McGraw-Hill School Education Holdings, LLC	Blackstone Reading supplies	\$64.70
McGraw-Hill School Education Holdings, LLC	Blackstone Reading supplies	\$64.70
Meininger Fire Protection, Inc	sprinkler/backflow inspection	\$635.00
Menards	painting supplies	\$73.39
Menards	paint supplies	\$17.96
Mystery Science Inc	Kuhlmann 2020-21 classroom membership	\$99.00
Nebraska Council of School Administrators	2020-21 Kobza membership balance due	\$10.00
Newsela Inc	2020-21 subscriptions	\$5,000.00
Nex-Tech	offsite backup	\$260.00
Nex-Tech	security cameras lease	\$725.00
Nutrien Ag Solutions	grounds chemicals	\$171.28
Otus	2020-21 subscription	\$2,946.00
Perma-Bound	Schuster text	\$519.65
Petro Plus	custodial, mower gas	\$416.93
Pine Cove Consulting, LLC	Business Manager computer	\$1,879.25
Pine Cove Consulting, LLC	monthly restore	\$295.00
Pine Cove Consulting, LLC	Business Manager docking station	\$285.82
Pyramid School Products	Dayna Miller supplies	\$2.23
Really Good Stuff, LLC	Elementary supplies	\$540.71
Really Good Stuff, LLC	Elementary supplies	\$37.98
Scholastic Inc.	PK, Elem 2020-21 subscriptions	\$1,135.12
School Specialty	Dayna Miller supplies	\$16.45
School Specialty	K supplies	\$59.78
School Specialty	Elem supplies	\$25.83
School Specialty	Porter supplies	\$331.66
School Specialty	Boyles supplies	\$650.63
South Central Electric LLC	drill press wiring	\$93.70
Strategic Intervention Solutions	2020-21 membership-12 teachers	\$2,388.00
Superior Ace Hardware	maintenance supplies	\$523.05
Superior Activity Account	2020-21 operating transfer	\$20,000.00
Superior Activity Account	2020-21 operating transfer	\$250.00
Superior Activity Account	2020-21 operating transfer	\$750.00
Superior Activity Account	2020-21 operating transfer	\$4,000.00
Superior Exterminating	June treatment	\$233.20
Superior Implement	maintenance supplies	\$45.60
Superior Motor Parts	Going supplies, maint	\$33.62
Superior Outdoor Power Center	tools	\$17.70
Superior Outdoor Power Center	mower maintenance	\$71.70
Superior Outdoor Power Center	trimmer line	\$21.99

Superior Outdoor Power Center	mower maintenance	\$71.70
Superior Publishing Co., Inc	mtg notices/proceedings	\$78.97
Superior Publishing Co., Inc	garduation, receipts, passes	\$106.00
Superior Publishing Co., Inc	custodian ads	\$35.20
Superior Utilities	monthly utilities	\$6,365.65
SYNCB/AMAZON	Scheele supplies	\$200.52
SYNCB/AMAZON	Henry supplies	\$127.08
SYNCB/AMAZON	Elem, Blackstone supplies	\$499.49
SYNCB/AMAZON	Scott supplies	\$262.82
SYNCB/AMAZON	Henry supplies	\$465.89
SYNCB/AMAZON	Moore supplies	\$120.30
SYNCB/AMAZON	PK supplies	\$730.36
SYNCB/AMAZON	instrument supplies	\$16.22
SYNCB/AMAZON	Boyles supplies-games, K'nex	\$188.36
SYNCB/AMAZON	Baker supplies	\$103.87
SYNCB/AMAZON	PK supplies	\$356.65
SYNCB/AMAZON	Blackstone supplies	\$115.33
SYNCB/AMAZON	Grabast/SPED supplies	\$229.22
SYNCB/AMAZON	Jameson supplies	\$47.80
SYNCB/AMAZON	Porter supplies	\$143.99
SYNCB/AMAZON	Scott supplies	\$516.95
SYNCB/AMAZON	instrument supplies	\$28.98
Teacher Direct	Elem supplies	\$335.28
Teacher Direct	Elem supplies	\$150.00
Tech to School	3 MacBook Air - Fuller	\$1,497.00
The Sherwin Williams Co	Ag shop paint	\$2,232.23
The Sherwin Williams Co	respirator	\$28.69
Troxell Communications	Blackstone, Baker headphones	\$88.80
U.S. Bank	PBiS Tier III Training lunch	\$29.87
U.S. Bank	Jameson Google Summit	\$149.00
U.S. Bank	PK Development Chart	\$37.00
U.S. Bank	Curriculum meeting meal	\$46.83
U.S. Bank	Grabast-Great Plains Summit	\$49.00
U.S. Bank	Biltoft JMC webinar	\$55.00
U.S. Bank	Kobza Admin days registration	\$150.00
U.S. Bank	J Utecht - Reading A-Z Summer School	\$115.45
U.S. Bank	printer return shipping	\$396.10
U.S. Bank	Grabast monthly Co-writer	\$4.99
U.S. Bank	Grabast monthly Co-writer	\$4.99
U.S. Bank	White instruments	\$63.30
Verizon Wireless	admin/cust phones	\$166.05
Verizon Wireless	afterschool program phone	\$55.35
Verizon Wireless	PALLS Van 7 phone	\$23.67
Verizon Wireless	bus/van phones	\$244.68
Verizon Wireless	SPED Bus 17 phone	\$23.67
Verizon Wireless	SPED Van 3 phone	\$23.67
WageWorks, Inc.	Flex plan admin fee	\$209.50
Woodwards Disposal	shredding service	\$45.00
Payroll & Benefits	July 2020 Payrol	\$406,991.49

Total

**\$552,830.43**

**INTERLOCAL COOPERATIVE AGREEMENT  
FOR  
TRANSPORTATION FUEL MANAGEMENT SERVICES**

This interlocal agreement (hereafter called "Agreement") is made between the City of Superior, a State of Nebraska political subdivision (hereafter called "City") and Superior School District, a State of Nebraska political subdivision (hereafter called "School"), legally known as Nuckolls County School District No. 65-0011. The City and School are collectively referred to as the "Parties."

**RECITALS**

WHEREAS, the City can provide transportation fuel management services consisting of contracting for bulk purchasing and disbursement of transportation fuel (hereafter referred to collectively as fuel management services) and

WHEREAS, the School has the authority to procure, and is responsible for ensuring adequate transportation fuel and fuel management services for its fleet of vehicles; and

WHEREAS, the School wishes to enter into this Agreement to provide reliable, cost-effective, fuel management services for its fleet; and

WHEREAS, the Parties contemplate the taking all necessary and appropriate actions to support the Parties' joint objectives to provide reliable, cost-effective fuel management services for the City and School's fleets

NOW, THEREFORE, the City and School agree as follows:

**1. Authority and Purpose**

1.1 Article XV, Section 18 of the Constitution of the State of Nebraska and Interlocal Cooperation Act of the State of Nebraska, Neb. Rev. Stat. 13-801 et seq., (hereafter the "Act"), authorize two or more public agencies to enter into agreements for joint or cooperative exercise of any power, privilege or authority exercised or capable of exercise individually by such public agencies. The City and School are public agencies within the meaning of the Act.

1.2 The City has the authority to provide fuel management services and to install, own, operate and maintain equipment relating to the disbursement, storage and procurement of transportation fuel or contract for the same. The School has the authority and responsibility to ensure adequate, efficient, and cost-effective transportation services and fuel for its fleet, and to enter into contracts to effectuate this authority and responsibility.

1.3 It is the purpose of this Agreement for the City and School to make the most efficient use of their powers by cooperating with each other on the basis of mutual advantage and providing fuel management services in a timely manner as identified in this agreement and in any addendum to this Agreement that will best accord the geographic, economic, population and other factors influencing the needs and development of our community.

## **2. Administration of Agreement**

2.1 The City and School shall each designate an administrator responsible for management of the cooperative undertaking set forth in this Agreement. Either appointing Party may change the administrator from time to time upon no less than seven (7) days advance written notice to the other party. The administrators shall meet no less often than once every six months to discuss any matters pertaining to this Agreement and, in particular, shall discuss conservation, supply and rate setting issues concerning transportation fuel procurement, storage and disbursement services. The City agrees to consult with the School from time to time to suggest methods of utility conservation and efficiencies to reduce consumption.

2.2 Any real or personal property acquired or held pursuant to this Agreement shall be disposed of pursuant to mutual agreement of the parties. Absent mutual agreement, the proceeds of any personal property disposed upon termination of this Agreement shall be split evenly between the parties.

2.3 No separate legal or administrative entity is created under this Interlocal Agreement.

2.4 This joint undertaking will be financed by contributions by each party as mutually agreed upon by the parties.

**5 Assignment.** This Agreement shall be binding on and inure to the benefit of the Parties and their successors or assigns: provided, this Agreement shall not be assigned or otherwise transferred to a third party without the prior written consent of the other Parties hereto.

**7. Notices.** All notices and other communications required or permitted herein shall be in writing and sufficient if delivered personally, sent by facsimile transmission followed by written confirmation of receipt, sent by overnight commercial air courier (such as Federal Express), or sent by registered or certified mail, postage prepaid, return receipt requested, to the parties at their addresses or facsimile numbers sent forth on Exhibit "A" hereto. (This exhibit may be changed from time to time by notice of either party.)

- 8. Governing Law.** This Agreement shall be governed by and interpreted in accordance with the statutory and decisional law of the State of Nebraska.
- 9. Entire Agreement.** This Agreement constitutes the entire Agreement of the parties with respect to the subject matter hereof. All prior agreements, representations, statements and negotiations are hereby superseded. This agreement may be amended only by a writing executed by both parties.
- 10. Duration and Termination.** This Interlocal Agreement shall have duration of one year, commencing on July 1, 2020. Subsequently, this Agreement shall automatically renew for additional one-calendar-year terms unless one of the parties gives written notice to the other on or before June 1 of its intention to terminate the agreement at the conclusion of the then-current contact term. The parties may terminate this Agreement at any time by mutual formal action and written agreement. All requirements for periodic meetings or action shall begin on the date for commencing the Agreement set forth in this paragraph. All requirements for periodic meetings or action shall date from the Effective Date of the Agreement.

ATTEST:

CITY OF SUPERIOR

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST

SUPERIOR SCHOOL DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## 2002

### Organization of the Board, Board Officers, Committees, and Check Signing

1. Membership, Term and Election
  - a. The Board of Education shall be comprised of six members who will be elected at large.
  - b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.
2. Internal Organization
  - a. President
    - i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
    - ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.
  - b. Vice President
    - i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
    - ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.
  - c. Secretary
    - i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
    - ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings

is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer. ~~A treasurer from the board will be designated on a year-to-year basis.~~
- ii. The treasurer ~~will~~ may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized ~~by the board and has been duly countersigned by the president.~~
- v. ~~The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.~~

3. Signing and Authorizing Checks, Warrants, and other Instruments

- a. Unless otherwise delegated by the board, the president and secretary of the board shall sign checks, warrants, and other instruments of the district.
- b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.
- c. The board delegates that the vice president or treasure may sign any warrant in the absence of either the president or the secretary.

#### 4. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
  - i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
  - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
  - iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

#### 5. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each school year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
  - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
  - ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;

- iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
- iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
- v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
  - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
  - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
  - 3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and
- viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school

board regarding the committee's findings and recommendations.

6. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
  - i. A member submits his or her formal resignation from the board.
  - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
  - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
  - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: June 11, 2018

Revised on: July 8, 2019

Reviewed on: \_\_\_\_\_

**3034**

**DISBURSEMENTS [Intentionally Left Blank]**

~~Notwithstanding any provision of any other policy, facsimile signatures of board members may be used to sign any warrant, check, or other instrument drawn upon bank depository funds of the district, and a person or persons delegated by the board may sign and validate all warrants, checks, and other instruments drawn upon bank depository funds of the district.~~

Adopted on: June 11, 2018

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## Threat Assessment and Response

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

### 1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## **2. Obligation to Report threatening Statements or Behaviors**

All staff and students must report **substantive threats** any threatening statements or behavior to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

## **2. Threat Assessment Team**

The threat assessment team (team) shall consist of superintendent, building principals, and guidance counselor, social worker, SPED director, school nurse, and school psychologist. Local law enforcement will be involved as needed. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

## **3. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- ~~All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include Interviews with the individuals involved including students, person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members, who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of and family members as necessary and/or appropriate.~~
- Review of school and other records for any prior history or interventions with the students involved;
- ~~physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and~~ Any other investigatory methods that the team determines to be reasonable and useful.

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

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

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

To the extent possible, The team will keep members of the school community appropriately informed about possible substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, ~~and or~~ communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

#### **5. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Adopted on: June 11, 2018

Revised on: July 8, 2019

Reviewed on: \_\_\_\_\_

## 3046 Animals at Schools

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

### **I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES**

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

### **II. SERVICE ANIMALS**

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

**Service Animal.** A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

**School District Inquiries.** School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

**Procedural Requirements.** The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

**Request.** A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or

superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

**Health and Vaccination.** The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

**Control.** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

**Exclusion or Removal from School.** A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

**Allergic Reactions.** If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting

between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

**Supervision and Care of Service Animals.** The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

**Extra Charges.** The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

**Damage to School Property and Injuries.** The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

**Miniature Horses.** Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

**Service Animal in Training.** This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

**Denial of Access and Grievance.** If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

### **III. THERAPY ANIMALS**

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

**Therapy Animal.** A “therapy animal” is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not “service animals” as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

**Therapy Animal Standards and Procedures.** The following requirements must be satisfied *before* a therapy animal will be allowed in school buildings or on school grounds:

**Request.** An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used. When a request to bring a therapy animal to school is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student’s respective IEP Team and/or 504 Team for its consideration and/or input.

**Training and Certification.** The Owner must submit training and certification information requested by the Superintendent or his or her designee. Any certification required by the school district must remain current at all times.

**Health and Vaccination.** The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal’s current vaccinations and immunizations from a licensed veterinarian, if applicable.

**Control.** A therapy animal must be under the control of the Owner at all times.

**Identification.** The therapy animal must have appropriate identification identifying it as a therapy animal.

**No Disruption.** The therapy animal must not disrupt the educational process by any of its behaviors.

**Health and Safety.** The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

**Supervision and Care of Therapy Animals.** The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

**Authorized Area(s).** The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

**Insurance.** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

**Exclusion or Removal from School.** A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries.** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Other Therapy Animals.** Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: June 11, 2018  
Revised on: July 8, 2019  
Reviewed on: \_\_\_\_\_

## **4003 Drug Policy Regarding Drivers**

**Policy Statement.** Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

**Designated Contact.** The school district has designated the Superintendent of Schools as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

The Superintendent of Schools may be contacted at 601 W 8<sup>th</sup> Street, Superior, NE 68978.

**Covered Drivers.** Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

**Covered Workday.** A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation;

(4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**Prohibited Conduct.** No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

**Types of Testing.** Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

**Refusal to Submit to Testing.** A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing

upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

**Consequences for Violations.** Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

**Return to Duty Process.** A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

**Disqualification.** Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

**Pre-employment Testing.** All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

**Reasonable Cause Testing.** The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

**Post-Accident Testing.** A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

**Serious Injury to the Driver.** If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

**Random Testing.** All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

**Frequency of Random Testing.** Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

**Testing Procedure.** All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

**Medical Resource Officer.** All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the

district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

**Confidentiality.** Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

**Retesting.** An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: June 11, 2018

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5016 Student Records**

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is JMC.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School officials" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law

enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility. ~~attorneys; members of law enforcement acting on behalf of the school district; representatives of insurance providers that provide coverage to the school district; and third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district.~~

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: June 11, 2018

Revised on: July 8, 2019

Reviewed on: \_\_\_\_\_

## **5035 Student Discipline**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **Short-Term Suspension**

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,

2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: two days for every day missed.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Weapons and/or Firearms**

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

## **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

## **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

**Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in

section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;

- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or *packaging*, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newbies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or

- sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
  - k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
  - l. Using any object to simulate possession of a weapon; **and**
  - m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and**
  - n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

- c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: June 11, 2018

Revised on: July 8, 2019

Reviewed on: \_\_\_\_\_

## 5054 Student Bullying

**Definition of Bullying.** Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The District’s administrators will consider these use this definitions when determining to determine whether any specific situation constitutes bullying. This These definitions includes both in-person and cyberbullying behaviors. The board acknowledges that bullying may take place between students regardless of age, race, ethnic or national origin, sex, religion, or socio-economic status.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform Safe Schools Alert to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

**Bullying Investigations.** School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

**Policy Review.** The school district shall review this policy annually.

Adopted on: June 11, 2018

Revised on: September 10, 2018

Reviewed on: June 17, 2019

## **6020 Multicultural Education**

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

**Philosophy, Mission, and Program Goals.** The district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

**District Guides, Frameworks, or Standards.** Appropriate district staff and/or committee(s) will review the district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

**Selecting Appropriate Instructional Materials.** Appropriate district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the district's multicultural education program.

**Providing Staff Development.** Appropriate district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with district and program goals.

**Periodic Assessment.** Appropriate district staff and/or committee(s) will periodically review the district's multicultural education program by reviewing the criteria in this policy to assess whether the district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

**Annual Status Report.** The superintendent shall will provide the board with a report on the status of the district's multicultural education program

annually.

Adopted on: June 11, 2018

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 6021

### **District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations**

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 200 miles of the school district the building of the district where the child attends when driving by ordinary public roadways.
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.
6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services

recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.

7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: June 11, 2018

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6033 Restraint and Seclusion of Students**

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

### **Definitions**

*Physical restraint* refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

*Mechanical restraint* refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

*Chemical restraint* refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

*Seclusion* refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

## **Use of Restraint and Seclusion**

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy as reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

## **Procedures**

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;
- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators

and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

### **Recording and Reporting**

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

### **Training**

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6033 Restraint and Seclusion of Students**

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- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
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- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

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All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Adopted on: June 11, 2018

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

# **Superior Elementary School 2020-21 Handbook For Students - Parents – Teachers**

**Superior Elementary School  
601 West 8<sup>th</sup> Street  
Superior, NE 68978  
402-879-3025  
402-879-3257**



**Marty Kobza  
Superintendent  
402-879-3257 EXT. 127**



**Doug Hoins  
Elementary Principal  
402-879-3257 EXT. 225**

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## WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than **Monday, August 24, 2020**.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher or speak with the building principal.

Sincerely,  
Doug Hoins  
Elementary Principal

### **Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

## **Notice of Nondiscrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Marty Kobza  
Title: Superintendent  
Address: 601 West 8th Street  
Telephone: 402-879-3257 ext, 127  
E-mail: mkobza@superiorwildcats.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 4001 – Nondiscrimination.

## **NO DISCRIMINACIÓN EN PROGRAMAS EDUCATIVOS Y ACTIVIDADES**

Las escuelas públicas superiores no discrimina en base de raza, color, origen nacional, género, edad, discapacidad, estado civil, o basado en dichas clases protegidas, en la admisión o acceso, o tratamiento de empleo o programas educativos y actividades. Cualquier persona que tenga información o consultas con respecto a cualquier tal discriminación es dirigida en contacto con el Superintendente en la escritura en las escuelas públicas superiores, POB 288, Superior, NE 68978 o por teléfono al (402) 879-3257 ext 127. Cualquier persona puede comunicarse también con el Office of Civil Rights, U.S. Department of Education: por correo electrónico a [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); por teléfono al (816) 268-0550; o por fax al (816) 268-0599, con respecto a las quejas de discriminación basado en raza, color, origen nacional, género, edad, discapacidad así como quejas relativas a la denegación del acceso o la otra discriminación contra Boys Scouts o de otros grupos juveniles.

Puede contactar a cualquier persona que tenga preguntas acerca de las escuelas públicas superiores cumplimiento de título II, título IV, Título IX y la sección 504:

Marty Kobza, Superintendente  
Superior de las escuelas públicas del distrito 65-0011  
601 West 8th Street  
Superior, NE 68978  
(402) 879-3257 ext 127  
[mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org)

El distrito de escuelas públicas de Superior 65-0011 ofrece la siguiente carrera y educación técnica programas para todos los estudiantes sin importar raza, color, origen nacional, incluyendo aquellos con dominio limitado del inglés, sexo o discapacidad en los grados 9-12: familia y Ciencias del consumidor, educación empresarial, agrícola y artes industriales. Deben contactar a las personas que buscan información adicional sobre la carrera y las ofertas de educación técnica y criterios específicos de requisitos previo.

Marty Kobza, Superintendente  
Superior de las escuelas públicas del distrito 65-0011  
601 West 8th Street  
Superior, NE 68978  
(402) 879-3257 ext 127  
[mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org)

### **MISSION STATEMENT**

The mission of the Superior Public Schools is to provide a student-centered environment that ensures personal success by developing resilient, healthy, productive citizens through partnerships with families and the community.

### **CHILD FIND**

Superior Public School has the responsibility to identify, locate, and evaluate all children (birth through age 21) with disabilities and in need of special education related services, regardless of the severity of their disabilities. If you have questions or concerns about a child, please contact the Superintendent of Schools or Elementary School Principal (879-3257) concerning the district's special education referral process.

## SECTION ONE ACADEMIC INFORMATION

### Academics

#### **Promotion and Retention of Students**

The following are taken into consideration when deciding whether a student should be retained in lieu of promotion to the next grade.

1. The student's grades for the present year.
2. Regular attendance. Excessive absenteeism, even if excused, may be a basis for student retention.
3. The student's scores on the standardized achievement tests given in the spring.
4. What the student is capable of achieving.
5. The student's attitude and cooperation.
6. The student's actual age and physical size.
7. The parent's views are considered and parent's will be notified if retention is recommended.

If a student is recommended to be retained, a parent/teacher conference will be scheduled.

#### **Report Cards**

Following the end of each nine-week grading period, report cards will be given to students. **Students must have all fines and bills paid before receiving their report cards or having their online account reactivated.** The report cards are to be taken home.

Pupils entering school for the first time after the school year has started must be in school at least 4 ½ weeks prior to the date report cards are issued to be entitled to receive a report card.

#### **Grading Scales**

Grading in the Superior Elementary Schools will follow the guidelines below. Quarter and Semester grades will be given. The Homeroom teacher and the Resource teacher will work cooperatively to give special needs students grades that are appropriate for that student's ability and effort. Parents may be contacted concerning their student's performance.

Kindergarten: Each quarter a student will receive a standards/benchmark based-report card. As skills are mastered the report card will be marked accordingly each quarter.

Grades 1-2: The letter grades listed below will be used in all subject areas for grades 1-2

H	High Quality	97%-100%
S+	Above Average	90%-96%

S	Satisfactory	80%-89%
S-	Below Average	70%-79%
N	Needs Improvement	0%-69%

Grades 3-6: Percentage grades will be used in core curricular and related subject areas. Letter grades (H, S+, S, S-, N) will be given in Art, Handwriting, Band, Music, and Physical Education.

A+	98% - 100%	C+	82% - 84%	F	0%-69%
A	93% - 97%	C	77% - 81%		
B+	90% - 92%	D+	74% - 76%		
B	85% - 89%	D	70% - 73%		

### **Norm Referenced Achievement Tests (MAPS) and NSCAS State Testing**

Norm-referenced achievement tests (MAPS) will be given to elementary students in grades 3-5 twice yearly. The purposes of these tests are to identify the achievement levels of students so that more appropriate instruction can be given to report yearly growth in achievement. The test results will be sent home to parents after testing sessions. Nebraska Student Centered Assessment System (NSCAS) testing will be given to all students in grades 3-8 in the areas of math and reading during the month of April each school year. Additionally, students in grades 5 & 8 will be given the NSCAS science test. All absences during testing periods should be avoided or kept to a minimum.

### **After School Sessions**

Students who may have to stay after school will be allowed to telephone parents and advise them of the situation. Bus students who may have to stay will be given a 24-hour notice so that the parents may make plans to pick the student up the following night. We realize this could be an inconvenience to parents; however, the after school time is important and should still be reserved for any student who needs the after school time. Students who are failing may be required by their teacher to stay after school until their grade is passing. Teachers will utilize such times sparingly and for good reason. We ask your sincere cooperation for full effectiveness. After school sessions will not exceed 30 minutes from the time of dismissal.

### **Tutoring**

It is expected that every effort will be made by the principal and teacher to help the student with difficulties at school before recommending that parents engage a tutor. The board believes that by maintaining a high-quality instructional staff and providing for a rich and varied curriculum the need for individual tutoring is minimized. The following rules relating to tutoring have been established:

1. A teacher may not arrange to tutor any student enrolled in his/her class for pay.
2. No tutoring for which a teacher receives a fee will be in a school building, without administrative approval.
3. Teachers who accept outside tutoring engagements make their own arrangements with parents for the fees assessed.

## **Homework**

The average primary student will be doing his or her work at school. Primary teachers do encourage parents to listen to their children read and to go over addition and subtraction facts with them. Intermediate grade students may have some homework. No hard and fast rule concerning homework can be made. Some generally accepted guidelines should govern the teacher in the assignment of homework.

1. Homework should stem from real needs and the consideration of the total education background of the individual student.
2. Homework should serve a definite purpose; to provide drill or practice on a principle or skill already taught; to provide real- life application of the matter in hand; to develop appreciation for or knowledge of community resources; or to develop the personal culture of the student.
3. Homework should be reasonable in view of the student's situation. Health, housing conditions, outside work or responsibility, leisure time activity, and conflicting demands of home and school should not be allowed to become a frustrating and damaging combination for the student.
4. The teacher will check homework and mistakes will be marked. Teachers will indicate what work may be corrected and provide comments about work when possible.

## **Special Services**

Remedial Reading and Math Programs may be available for those students who qualify. The programs may be offered in addition to the regular Reading/and or Math classes. Special Education classes are available to students who have been referred to our resource teacher and have a definite learning disability determined through extensive testing. Parents are required to give permission for this testing. Speech Therapy is also available for students.

In addition to the aforementioned services, Superior Elementary has access to services through ESU#9.

## **SECTION TWO BASIC SCHOOL RULES AND GENERAL PRACTICES**

### **Accidents**

A report is to be filed with the building principal of all accidents involving teachers and/or students. All accidents, including vehicular accidents, in which teachers are involved while performing services for the school district shall be immediately reported to the Superintendent.

### **Announcements and Bulletins**

Periodically, school bulletins will be disseminated. These will be sent out one per family, with the oldest student provided a copy.

### **Annual Health Screening Information**

An annual health screening of students will be completed by the school nurse. This includes a measure of height and weight, oral screening for severe cavities and deformities, observation of and personal instruction on cleanliness. Grades K-6, 8, 10, and new students are given a farsighted vision screening and hearing screening. Kindergarten students will do a color vision test. Other students may be screened when a staff member or parent requests. Parents will be notified if their student does not pass the screening checks. Significant health information will be shared with appropriate staff.

Blood pressure screening is routinely done for grades 3,5,8,10 and 12. The nurse will also take BP readings on students as they request and as time permits. The nurse uses pediatric equipment for the appropriate ages and size of the child. The BP readings are compared to the percentile at risk chart established by the American Academy of Pediatrics. Any reading in the 90th percentile or above will be rechecked twice. If the BP continues in the 90th percentile or above, a note will be sent to the parents.

Scoliosis is a side-to-side curvature of the spine and early diagnosis is essential to allow for simple treatment. Treatment delayed beyond the growth years may limit their physical abilities. Progressive scoliosis will cause serious health complications later on if not treated. Parents will be notified if their child has any symptoms of a possible curvature. A diagnostic evaluation is recommended by the physician of your choice, and may involve a series of exams through the rapid growth years. Grade 5 is screened for scoliosis.

**Health screenings will be conducted according to the DHHS Rules and regulations. If any parent wishes to object to any routine school screening of their student, they need to send a written statement within one week. However, parents are advised that they may be required to provide a medical exam report in place of allowing a health screening.**

## **Asthma/Anaphylaxis Protocol and Procedures**

As required by law, the school is ready to implement an emergency treatment plan anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction. This plan is known as a protocol.

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given. Then, albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter, which is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief. Albuterol is commonly found in metered-dose inhalers. The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening “breathing” emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Blecha.

**If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff.** You may contact the school office or nurse. **For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician.** In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific document and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the lifesaving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns about the protocol or your student’s health issues, please contact the school office or nurse 879-3025.

## **Attendance**

### **Attendance Philosophy**

The philosophy of Superior Schools is that student attendance is necessary for the proper education of the youth. Thus, regular attendance strengthens the student’s educational growth and well-being. Students cannot contribute to, or gain from, the discussions in class unless they are in attendance.

### **Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a

public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

### **Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

### **Exceptions**

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

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

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

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

### **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

### **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility

includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Excused Absences and Make-Up Privileges**

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Death or serious illness of the student's family member
3. Attending a funeral, wedding, or graduation.
4. Observance of religious holidays of the student's own faith.
5. Personal or family vacations.
6. Medical appointments for the student.
7. Severe weather.
8. Appearance at court or for other legal matters.
9. Absences excused at the discretion of the Building Principal.

In order to ensure an absence is excused, and make-up privileges granted, the student must:

1. Have their parent/legal guardian call the office requesting an excused absence prior to the day of the absence.
2. In cases of student illness, **the office must be notified between 8:00-9:00 A.M. of the morning the student is absent due to illness.**

Participation in a school-sponsored activity is **not** considered an absence from school. Students should contact teachers for make-up work prior to leaving for the activity.

Students who, after being in attendance at school, find he/she must leave school, must obtain permission from the principal in order to earn an excused absence and make-up privileges.

If, for some reason, it is impossible to notify the office prior to a student's absence, the parents may request a meeting with the principal in order to present reasons why the office was not notified pursuant to this policy. If the reasons are acceptable, make-up privileges will be granted to the student.

Parents who know in advance that a student will be absent must call the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

### **Make-up Work**

Students with excused absences, as defined above, will have **two (2) days** for each day absent to make up the assignments missed due to the excused absence. For example, a student with two consecutive days of excused absence will have four (4) days to make up work for all classes, starting with the day they return to school.

Upon their return to school, students must contact all teachers to determine what make-up work must be completed.

### **Unexcused Absences**

All other absences are unexcused unless the student was given prior approval by the principal. Students may not be permitted to make-up work missed due to an unexcused absence. For each assignment missed due to an unexcused absence, the student may receive a grade of zero (0) which will be averaged with the other grades for that grading period.

### **Excessive Absenteeism**

A student may miss a total of **five (5) days per quarter**. This number is inclusive of both excused and unexcused absences; however, absences resulting from the participation in school activities do not count towards the limit of five. An absence that would place the student above the limit of five and is due to a funeral may be granted at the discretion of the Administration. Students absent due to a funeral should make arrangements with the Administration prior to the absence if possible.

Parents of students who miss more than five (5) days per quarter will be notified in writing and will be scheduled to meet with the Principal to discuss the attendance problem. **A report may be filed with the County Attorney if the parent/guardian refuses to meet with the administration and the attendance problem continues.** In the event of repeated violations of the attendance laws, no written notice shall be required and a complaint may be filed at once.

### **Make-Up Time**

Each case of excessive absenteeism will be judged based on its own merits. Unless extenuating circumstances exist, the student exhibiting excessive absenteeism will be required to make up time in the office . **This period of time will be 3:35-4:00 P.M. for a period of five days for each absence in excess of the 10 permitted per semester.** Failure to serve make-up time may result in an in-school suspension. All make-up time must be completed outside of the regular school day. Students not completing the necessary make-up time by the designated due date will not receive credit for the semester.

### **Start of School Day**

Students are expected to arrive at school no earlier 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 the supervision of students.**

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

**Students who are tardy either at the beginning of the school day or to any class period during the day must report to the office for a tardy slip.** The office will determine whether the tardy is excused or unexcused.

### **Tardiness**

Habitual tardiness will result in a penalty for the student.

### **Bills**

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Superior Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$25 for any check returned from the bank for insufficient funds. Report cards will not be delivered until all due bills have been paid.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

### **Book Bags**

Book bags will not be allowed in classrooms or hallways during the school day. Students may use book bags to carry books to and from school, but the book bags should be stored in their locker during the school day. This guideline is in place for the safety of students, teachers, and staff.

### **Books and Supplies**

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students may supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

### **Breakfast and Lunch Periods**

Students living in town and eating breakfast at school must be transported by parents to breakfast. There is **no** shuttle bus to breakfast. Parent should drop off breakfast students at the main entrance of the Jr./Sr. High School. This entrance is located by the flagpole on the north side of the building. Students eating breakfast at school should be dropped off between 7:40 A.M. and 7:50 A.M. Students will walk directly into the cafeteria for breakfast. Students may bring their own breakfast or use the regular breakfast menu.

Students may not to leave the building without permission from the administration. The campus is closed for all students. Students will not leave the school grounds during the lunch period. Students may bring their own breakfast/lunch or use the regular school menu. No pop, candy, or commercial foods can be brought to the school or purchased from the vending machines a half hour before and after the scheduled breakfast/lunch periods.

Students who bring their own lunch may purchase milk to go with their lunch. Pop should not be brought to school in sack lunches. Parents are always welcome to eat with their students at school, simply let the school know in advance by calling the office. Students may be allowed to eat at home on some occasions with written permission from their parent and approval from the building principal.

### **Bulletin Boards**

Posters or fliers must be approved by the principal's office before being placed on bulletin boards or walls. Students who obtain permission to place posters are responsible for removing them at the conclusion of their importance.

### **Bullying**

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators **will consider** these definitions **when determining** whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

### **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform \_\_\_\_\_ to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

### **Bullying Investigations**

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

### **Cafeteria Rules**

1. Respect others at all times.
2. No exchanging of food and/or drink.
3. No playing with food.
4. No pop or candy should be brought in sack lunches.
5. Students are to use proper manners including eating quietly.
6. There will be no throwing of food or other items.
7. Students should remain at their tables until they are dismissed.
8. Students should stay in line while waiting for food and while being dismissed.
9. Students should keep their hands and feet away from others.
10. Students must treat lunch personnel with respect.
11. Students who violate the above rules will be disciplined.

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

Electronic devices include, but are not limited to, cell phones, pagers, personal tablets, mp3 players, and laser pointers.

#### **Regulations on Use**

1. Elementary students, grades K-6, are prohibited from using cell phones and other electronic devices while at school, except as provided in this policy.
2. Elementary students may use cell phones and other electronic devices on school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or disruption. Students may not have cell phones and electronic devices while they are in locker rooms, classrooms, or restrooms.
3. Students must keep their cell phones and electronic devices in their lockers during school hours.
4. Elementary students may not use cell phones and electronic devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle.
5. Elementary students shall be personally and solely responsible for the security of their cell phones and other electronic devices. The district is not responsible for theft, loss, or damage to cell phones or other electronic devices.

6. Elementary students who violate this policy will have their cell phones and other electronic devices confiscated immediately. The administration will return confiscated electronic devices to the offending student's parent or guardian after a meeting to discuss the violation.

### **Violations**

1. Prohibited Use of Cell Phones and Other Electronic Devices: Students shall not use cell phones and other electronic devices for:
  - a. activities which disrupt the educational environment;
  - b. illegal activities;
  - 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 the image or voice of another person, without the express permission of the person recorded, while on school grounds, at a school activity, or in a school vehicle, other than the recording of persons participating in school activities open to the public;
  - g. failing to promptly delete any recording or image in violation of this policy;
  - h. "sexting", or while on school grounds or at a school activity having any "sexting" message on their electronic devices regardless of when the message was received; or
  - i. activities that invade the privacy of others.

Any prohibited uses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, up to suspension and expulsion from school.

The following guidelines shall be followed in imposing disciplinary action:

- a. **First Violation**: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences may include a relinquishment of the electronic device to the school administration, a conference between the student and school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class.
- b. **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, a conference between the student and school principal, and enrollment in the STOPiT class. The student will lose casual use (freetime) privileges for one (1) week and is required to attend the next STOPiT class.
- c. **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 school principal, and enrollment in the STOPiT class. The student will lose casual use (freetime) privileges for two (2) weeks and is required to attend the next STOPiT class.

- d. **Fourth 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 school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class. The future use of all electronic devices at school by the student will be evaluated and determined by the school administration.

Violations 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.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying
- Copying another person's work or answers
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any other portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or

depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

### **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- Arrive to class on time;
- Prepare for class with all necessary materials;
- Be considerate of others;
- Respond promptly to all directions of the teacher; and
- Take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

### **Closed Campus**

No elementary student may leave school grounds alone during the school day. Any parent who wants to pick up a child during the school day, no matter what the purpose, must come to the school office to do so. We reserve the right **not** to release the child to anyone other than the custodial parent. In cases of doubt, we phone the custodial parent to confirm that someone else is authorized to pick up the child.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Megan McMeen (school nurse) 879-3257 ext. 201 or Doug Hoins (Elementary Principal) 879-3025 ext 125.

In order to return to school after a communicable or infectious disease, the student must be suitably healthy and no longer be contagious. The following standards reflect general guidance in regards to various infections:

Chicken pox	After all lesions are scabbed over and dry
Conjunctivitis (Pink Eye)	After there is no discharge, or redness and eye is comfortable. Consulting with a doctor is encouraged.
Enteriobiasis (Pinworms)	After treatment is given. Essential to practice good hand washing.
Fifth Disease	No fever and Doctor's written permission

Impetigo	After treatment is started and lesions brought under control. Essential to practice good hygiene. When control is questionable a Doctor's written permission will be required.
Influenza/Common Cold	After fever is normal for 24 hours without medication. Symptoms subsiding.
Head Lice	<b><u>Students should be treated and nits removed before returning to school.</u></b> Students will isolate personal articles if 3 or more cases occur within one week in a homeroom.
Ringworm	After treatment is instituted. Essential to practice good hygiene. Encourage consulting with a physician.
Scabies	24 hours after treatment is started & Doctor's written permission.
Streptococcal Infection	48 hours after treatment started or until symptoms have subsided. Encourage consulting physician. (Scarlet Fever, Scarlatina, Strep Throat, etc.)
All others	Doctor's written permission and following exclusion periods recommended by NE Dept of Health

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Computer Network Use by Students**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

#### **I. Student Expectations in the Use of the Internet**

##### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for

- classroom projects.
3. Students may use the Internet to gain access to information about current events.
  4. Students may use the Internet to conduct research for school-related activities.
  5. Students may use the Internet for appropriate educational purposes.

**B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that claim to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

## **II. Enforcement**

### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### **B. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

## **III. Protection of Students**

### **A. Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising

- in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

**B. Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

**Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

**Complaint and Appeal Process**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution, which the complainant seeks.

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissal made pursuant to this section.

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences mid-point of the first quarter and midpoint of the third quarter. When the teachers and the principal deem them necessary, additional conferences will be scheduled with parents on a case-by-case basis.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Copyright and Fair Use**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair

use” should consult with their teacher or building principal, review the school district’s copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Contact Information**

Parents must supply the school with their student’s address and telephone number as well as information about how to reach a responsible adult during the school day. Students will be sent home with an emergency contact form at the beginning of the school year or when they register for classes. The purpose of this contact form is to provide the aforementioned information and to ensure the school maintains accurate contact information that may be used in the event of an emergency. Parents must promptly inform the school if this contact information changes during the school year.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

### **Daily Schedule**

<b>7:40-8:00</b>	<b>Breakfast Served (no shuttle bus service for breakfast students)</b>
7:50	Non-breakfast students are permitted on the playground
<b>8:05</b>	<b>Entry bell rings</b>
8:10	Classes begin – Tardy bell rings
11:00-11:30	K-4 Lunch Period
11:30-11:45	K-4 Recess
11:40-12:10	5-6 Lunch Period
12:10-12:25	5-6 Recess
<b>3:35</b>	<b>Monday-Thursday Dismissal bell</b>
<b>(2:30)</b>	<b>(Friday Dismissal Time)</b>
3:35-3:50	Teacher contact and prep time

### **Dating Violence**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle, at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies.

Dating violence training shall be provided to staff deemed appropriate by the administration and in accordance with Nebraska Law.

## **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Doug Hoins, Principal at (402-879-3025 ext. 125), [dhoins@superiorwildcats.org](mailto:dhoins@superiorwildcats.org) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Marty Kobza, Supt. at Superior Public Schools (402-879-3257 ext. 127), [mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org), 601 West 8th Street, Superior NE 68978 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Doug Hoins, Elementary Principal at Superior Elementary School (402-879-3025 ext 125), [dhoins@superiorwildcats.org](mailto:dhoins@superiorwildcats.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## **Dress and Appearance**

The dress of students attending the Superior Public School District is the responsibility of parents. Inappropriate dress by students is dress that interferes with the educational process of the school.

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. By regulation, the administration may establish specific attire that is prohibited.

The following are examples of unacceptable school attire:

1. Spaghetti strap tops
2. Clothing that does not properly and adequately cover the student's body. For example, bare midriff clothing, extremely tight shorts, shorts that expose the buttocks, etc.
3. Pants or shorts worn below the waist.
4. Exposed undergarments such as sports bras, underwear, etc.
5. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard.

6. Headwear, such as caps/hats/bandanas in school buildings during the school day.
7. Attire that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco, profanity, or sexual acts.
8. **Flip flop or thong sandals.**

**The school dress code will be in effect during the school hours and during school activities unless students are given permission by the principal to wear something different. The Principal or Superintendent will have authority to make the final decision regarding the appropriateness of attire and grooming.**

**Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any assignments they miss while correcting the violation. Continual violations of the dress code will result in disciplinary action up to suspension and expulsion.**

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Fire Drills and Emergency Exits**

As required by law, fire drills will be held at regular intervals. Fire drills are important and are to be treated seriously. Specific instructions for evacuation of the building for a fire drill will be given on the first day of school. Students will leave the room immediately on when the fire alarm sounds. Conversation should be kept at a minimum and lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow. The same procedure is used in case of a bomb threat.

### **Food and Drink Regulations**

The classroom is meant to be an academic environment. Food, candy, and drink items, other than water, should be used on a limited basis in classrooms under the supervision of the classroom teacher. Food and drink containers cannot be taken to the lockers, unless it is the student's sack lunch brought from home. The juice, water and milk machines will remain on the entire school day.

## **Food Service Program**

The Superior Public Schools participate in USDA's National School Lunch Program and offer a complete hot lunch program. Prices for lunch meals shall be determined by the Board of Education. **Pursuant to Superior Board Policy, students may NOT charge lunches.** Students will be notified of their lunch status the last day of the week so meals can be taken care of early Monday morning. "Blue sheets" will be sent home with elementary students in their red folders when their lunch account or snack milk balance reaches five (5) lunches/milks or lower.

### **Breakfast**

The school will serve breakfast daily from 7:40 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.35 and adults \$2.00 for breakfast.

### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for **K-5** is \$2.50. Lunch for **6-12** lunch is \$2.75 for students and \$3.50 for adults.

### **Kindergarten Snack Milk**

The school will offer a snack milk program to students in kindergarten Monday through Thursday. All milk served to a student (except the initial carton served with lunch) will cost \$0.45 per half pint. This snack milk is not part of the Free & Reduced Lunch Program. The price for milk may change during the school year. Milk will be served in the afternoon. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

### **Payment for Meals**

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a family account has no funds available to pay for a meal, the family account will be permitted to charge up to ten meals. Thereafter, if the family account has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

### **Notice of Non-discrimination**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

### **Las agencias estatales o locales de SNAP y FDPIR, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación:**

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre

la base de raza, color, nacionalidad, sexo, credo religioso, discapacidad, edad, creencias políticas, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o con discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] llamando al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: [http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf). y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

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

Esta institución es un proveedor que ofrece igualdad de oportunidades.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

### **Fundraising**

No school or community fundraising activities will be sponsored without the consent of the administration.

### **Gifts**

Students and their parents are discouraged from the routine presentation of gifts to district employees. This provision is not to be interpreted as discouraging acts of generosity in unusual circumstances.

### **Head Lice**

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

### **Homebound Instruction**

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

### **Homeless Children and Youth**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless

of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Marty Kobza, Supt., who may be contacted at 402-879-3257 ext. 127.

### **Illness or Injury at school**

The school district will contact parents if a student becomes ill at school. Students becoming ill at school must report to the principal's office to obtain a pass and transportation home. **Under no circumstances is a student to simply leave school.**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records. A summary of the School Immunization Rules and Regulations are available upon request.

**Provisional Enrollment.** Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Kindergarten Round-Up**

In February, all prospective kindergarten students may be registered for the fall term during Kindergarten Round-up. Children who will be **five** years of age on or before July 31<sup>st</sup> may be registered for the fall term during kindergarten round-up. Students who turn age six before January 1 of the upcoming school year **must** enroll for kindergarten. The student’s birth certificate is to be presented at this time.

### **Library Media Center**

Students are encouraged to check out materials from the library, provided they return them on time. The media center will assess fees for overdue, damaged, or lost materials, books, or equipment.

### **Lost and Found**

All lost and found articles are to be taken to the office of the principal. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Medications**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who*

*Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

**Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, the medication name and dosage, and directions for administering the medication. Only the amount needed at school is to be sent.

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

All medicine must be accompanied by a parent/guardian's written permission. All medication must be taken to the office. If the above procedures are not followed, the administering of medicine will not be done at school.

### **Opting Out of Assessments**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-879-3257 ext. 127.

### **Title I Parent and Family Engagement Policy**

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

#### **In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and districted 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 student are welcomed and encouraged to become involved with their child's school and education; this include parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority back ground or are migratory children. Information related to school and parent programs, meetings, school reports and

other activities are sent to 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 parents and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation finds 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 education 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 parent, 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.

### **Participation in P.E., Art, Music, Band, and Outdoor Activities**

Students may be excused from participation in a specialist's class or outdoor activities. However, the student is required to attend the class with his/her classmates. Parents who do not want their children to play outdoors or participate in the specialist's class must send a written request to school. Non-participation for more than three (3) days will require a doctor's written statement. The Specialist for the activity missed will make alternative assignments to be completed by the student. Requests for non-participation should be limited.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

### **Parties**

Elementary classes may have seasonal parties during the year. Recognized room parties include those held for Fall/Harvest, Christmas, and Valentine's Day. The Fall/Harvest party

is held in place of a Halloween party, and students are **not** allowed to wear costumes or dress up. Party treats are usually furnished by student's parents, but may be provided by the teacher. **The school wellness committee does not recommend bringing treats with minimal nutritional value.** Treats are not allowed for any other purposes, aside from when a teacher gives permission for birthday treats to be brought.

Room parties are not to exceed one (1) hour in length and should be well organized. Room party activities must be approved by the classroom teacher. Any additional parties must receive prior approval from the Principal.

## **Pedestrian and Bicycle Safety**

### **Pedestrian Safety**

Parents are encouraged to plan with their child the shortest and safest route to school. Students should cross streets using the proper crosswalks. Parents should instruct their children to cross at corners or areas where school crossing signs are erected.

If students are transported by motor vehicle to school, children should be instructed to enter and leave the vehicle from the curbside. This prevents children from darting across streets or between parked cars. Students being picked up by motor vehicles must be met on the **north** side of the elementary school building or on Paw Print Road on the **south** side of the building.

The school has a safety patrol crossing guards that will direct students across streets. Students are not to cross the streets onto the school grounds without the direction of a crosswalk guard. While waiting for the crosswalk guard, students are to stand well away from the curb.

### **Bicycle Safety**

Students riding bicycles in an inappropriate or unsafe manner present hazards to motorists, pedestrians, bike riders, and themselves. **Parents should discuss bicycle safety with their children before allowing them to ride their bicycles to school.** Students should 'walk' their bicycle across all marked crosswalks on school property. All bicycles are to be placed in the bike racks provided at the elementary building.

## **Pets**

Students are responsible for obtaining specific approval and pre-arranging with their teacher before pets may be brought to school. Pets may only be brought to school according to the following guidelines:

1. Pets will be: a) brought by parents; b) taken home with parents; c) may only stay at school with consent from the building principal.
2. Animals will be confined in suitable cages.
3. Snakes, insects, and spiders will be kept in proper containers.
4. Students will not handle squirrels, bats, owls, skunks, or monkeys because of the danger of rabies.
5. Cages will be cleaned daily including the removal of surplus food, excreta, and soiled bedding.
6. Students will not be permitted to observe a creature suffer through neglect or improper treatment.

In the case of an animal bite, the student's parents and the school nurse will be notified.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for theft, loss or damage to personal items or equipment.

### **Physical Education**

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E. Elementary students will keep their "P.E." shoes in their lockers during the school year.

### **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Purchase will be optional and information will be sent home regarding costs. Payment is required when the picture is taken.

### **Playground Rules**

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.
2. There will be no fighting on the playground.
3. Gum, candy, and food of any type is prohibited from the playground.
4. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
5. Students must play away from the school windows.
6. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas. Games of tag must be authorized by the supervising adult.
7. No games of dodgeball are permitted.
8. Bicycles should not be brought into the playground. Bicycles are to be placed in the racks located at school.
9. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
10. Students may not slide on the sidewalks, ice, or gravel.
11. Students must use the playground equipment properly and in a safe manner.
12. Students must play away from the building and may not congregate near the doors.
13. All playground equipment must come from the school; no personal equipment is to be brought from home.
14. Students may not stand on, or jump from, swings.
15. No balls are allowed around the equipment, except basketballs in the basketball court and Four Square Balls on the cement. All other balls are to be used in the grass area on the softball field, and will not be permitted in the playground area.

16. When the entry bell rings, students must enter the building in a quiet, clean, and respectful manner.
17. Students are to enter the building through the assigned doors.
18. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

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

### **Police Questioning and Apprehension**

Law enforcement officers and any officer of the court are encouraged to contact students of the Superior Public School District after school hours whenever possible. In the event it is necessary for such officers to have a conference with a student for the Superior Public School district, an administrator or his designee shall contact the student's parents or guardians and inform them of the conference. If the parent or guardian of such student cannot be contacted or the parent or guardian is unable to be present during the conference between the law enforcement officer and the student, the conference shall not be held during the school hours or school property unless the officer is in pursuit of a student or has a warrant for a student's arrest. Students at risk, i.e., suspected of child abuse or neglect, deemed such by the administration, may conference with representatives of the Nebraska Department of Health and Human Services or law enforcement officers without prior knowledge of the parent or guardians.

### **Private Party Invitations**

Party invitations should not be distributed in the classroom or at school unless **every** child receives an invitation.

### **Prohibited Items**

The following items are prohibited from being brought to school. Parents must ensure their children are not bringing any of the following items.

1. Toys, including electronic games.
2. Sports equipment.
3. Candy, gum, or other food not part of the student's lunch.
4. Pop and candy should not be brought in a sack lunch.
5. Pets.
6. Unnecessary money.
7. Radios, tape recorders, and cameras.
8. Weapons.
9. Skateboards or roller skates.
10. Laser pointers

### **Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's

website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: During the month of August of the current school year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **Public Displays of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching, or any other display of affection that a staff member determines to be inappropriate.

### **Required Documents for Student Admission**

1. A certified copy of the student's **birth certificate** issued by the state in which the child was born is required prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by any individual who can verify the reason a copy of the birth certificate cannot be produced.
2. Evidence of a **physical examination** by a physician, physician assistant, or an advanced practice registered nurse. The examination must have taken place within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a **visual evaluation** by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The evaluation must have taken place within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment. Exceptions are allowed based on:
  - a. Written statement by health care provider that immunization would be injurious to the student or a family member; or
  - b. Affidavit of a religious reason for non-immunization.

Provisional enrollment is allowed based on a written statement of health care provider that immunizations have begun, and immunization is continued as rapidly as medically feasible or a written statement of parent guardian that immunizations have been completed, where the child's parent is in the military, the child is enrolling following

residence outside the state, and proof of immunization is given within 60 days. Refer to HHS regulations, 173 NAC 3. Forms to submit objections are available from the school.

### **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **School Citizenship Guidelines**

A good school citizen is someone who tries his or her best to help make Superior Elementary School a good place to work, study, and play. The following guidelines establish standards for school citizenship.

#### **While inside the school building, a good citizen will:**

- Obey any teacher, custodian, cook, or aide.
- **Walk** in the hallway at all times.

#### **While inside the classroom, a good citizen will:**

- Enter the classroom quietly and take his or her seat.
- Be a good listener at all times.
- Be courteous at all times.
- Do his or her own school work honestly, without copying the work of others.
- Help keep the room clean while caring for books and other school property.
- Respect the rights of others, especially as they do their work.

#### **While inside the gym, a good citizen will:**

- Try not to mark the floor or walls.

- Leave equipment stored in the gym alone.
- Listen to directions and follow them closely.
- Help keep the gym clean and neat.
- Conduct himself or herself properly while attending games or other school activities.

**While inside the restroom, a good citizen will:**

- Help keep the restrooms clean.
- Be quiet and keep voices low.
- Turn the water off when finished washing.
- Use only the amount of soap, towels, and tissues necessary.
- Keep hands and feet to himself or herself.

**While going to or leaving school, a good citizen will:**

- Walk across all crosswalk areas.
- Cross highways only at the lights or intersections.
- Go home directly after dismissal. Students may not stay on school grounds.
- Keep his or her hands off other students.
- Respect the crosswalk guards and follow their directions.

**Secret Organizations**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

**School Day**

The school day typically begins at 8:10 a.m. and ends at 3:35 pm Mondays-Thursdays. On Friday school begins at 8:10am and ends at 2:30pm. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 20 minutes before the school day begins and 10 minutes after the school day ends.

**There will be no supervision provided by the school before or after these times.** Parents must make arrangements for their children to leave school promptly at the end of the day.

**Self Management of Diabetes or Asthma/Anaphylaxis**

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact school nurse, Megan McMeen. 402-879-3257 ext. 201

**Snowballs and Rocks**

Snowball and rock throwing are prohibited on the school grounds.

**Student Assistance**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student

Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

### **Student Fee Policy**

The Superior Public Schools District 65-0011 shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

There will be a \$25 service charge on all returned checks.

#### **Definitions.**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

#### **Listing of Fees Charged by this District.**

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.** The district does provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and

appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
5. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Season Pass: \$20 Covers admission to all home extracurricular events. This excludes conference and NSAA activities.
- Student participation fee: \$20 Required of all students who participate in athletics and/or other extracurricular activities. Includes Season Pass.
- FFA: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility. Students must purchase the jacket and other attire.
- Art Club: Annual membership fee of \$10.
- Drill Team/Flag Corps: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Swing Choir: Students must purchase outfits and shoes selected by the sponsor and/or student group.
- Instrumental Music/Band: \$10 uniform cleaning fee. Students must provide their own instruments and marching band shoes.
- Football: Students must provide their own football shoes, undergarments, and mouth guards.

- Golf: Students must provide their own golf shoes, undergarments, and clubs.
- Physical Education: Students are responsible for the cost of off campus activities if not graded.
- Track, Volleyball, Wrestling, and Basketball: Students must provide their own shoes and undergarments.
- Future Business Leaders of America: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
- Foreign Language Club: Annual membership fee of \$10.

**6. Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

**7. Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.

**8. Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.

**9. Participation in Before-and-After School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school, or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$100 per month.

**10. Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$300.

**11. Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and

regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club, or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-12
  - Adults \$2.00
  - Regular Price \$1.35
  - Reduced Price \$0.30
- Lunch Program – **Grades K-5**
  - Adults \$3.50
  - Regular Price \$2.50
  - Reduced Price \$0.40
  - Extra Milk \$0.45
  - Seconds \$0.50 to \$1.50
- Lunch Program – **Grades 6-12**
  - Adults \$3.50
  - Regular Price \$2.75
  - Reduced Price \$0.40
  - Extra Milk \$0.45
  - Seconds \$0.50 to \$1.50

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

- Band Students must provide their own instruments and marching band shoes, plus a suggested \$10 uniform cleaning fee.
  
- Swing Choir Students must purchase outfits and shoes selected by the and/or student group.

**13. Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of unique extracurricular activities during their years in high school, including prom, various recognition's dances, class trips, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. The suggested donation to the class fund will be \$5 to \$100.

**Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the

necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

### **Voluntary Contributions to Defray Costs.**

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians, and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents and patrons.

### **Student Fee Fund**

The school board established a Student Fee Fund. The Student Fee Fund is a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

### **Student Pick-Up**

Parents picking up elementary students should do so in the parking lot on the **north** side of the new elementary building or on Paw Print Road on the **south** side of the building.

### **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

**Directory Information.** FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

Name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of student in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district **no later than the last Friday in August of the current school year.**

### **Non-Directory Information**

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its

own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance provider, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district, a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Maintenance and Destruction**

All files or records shall be maintained so as to separate academic and disciplinary matters, and all disciplinary materials shall be removed and destroyed upon the pupil's graduation or after his/her continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to law.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Student Transfer or Withdrawal**

Students withdrawing or transferring to another school must inform the building principal. The administration will give necessary suggestions for a successful transfer. Grades may be withheld pending payment of all school debts and obligations. Complete cumulative records are transferred through the administrator's office on request from the new school's administration.

### **Telephone Calls**

The school's telephone may be used only with permission of staff. However, use of school phones by students should be as limited as possible. Parents should not plan to use the

school phones to contact students about pick-ups or visits to the homes of other students. Parents may call the school and leave a message with the office that will be given to the students between classes or during their study time. When it is necessary for a student to use the school telephone, they will be allowed to do so when the telephone is not otherwise in use.

Students who need to use their cell phones to make a phone call need to report to the office to place their call. Students need to have approval from the administration before using their cell phones during school hours.

### **Threat Assessment and Response**

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

#### **1. Definitions**

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing “transient” threats from serious ones in a systematic, data-informed way.
  - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
  - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student’s educational placement

as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

## 2. **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911

## 3. **Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent, building principals, guidance counselor, social worker, SPED director, school nurse, and school psychologist. Local law enforcement will be involved as needed. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor the student's family members are part of the threat assessment team. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

## 4. **Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;

- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.

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

## **5. Communication with the Public about Reported Threats**

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

## **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All Hazard School Safety Plan.

### **Tornado Drill Procedures**

The school intercom system will notify classrooms of tornado drills. PreK-6 teachers are to move their students to the designated tornado shelter. Students will put their arms over their ears, hands on top of their heads, and assume a kneeling position towards the wall.

In the event of a tornado warning, students will remain at school until the danger passes. If tornado sirens go off, teachers will move students to the designated tornado shelter. Parents will not be able to pick students up at such time.

### **Transportation Services**

The district operates school buses as a convenience for students and parents. These buses operate for the transportation of students living outside the city limits of Superior and who attend Superior Public Schools. They represent a substantial investment, and students are expected to care for and respect them. The bus stop is located on the **east** side of the elementary building. This loading area is reserved for buses only during the afternoon.

Questions concerning scheduling and routes of buses should be directed to the Bus Supervisor (402-879-3257 ext. 204). Problems on the bus should be directed to the particular bus driver and bus supervisor.

## Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education.

### Bus Regulations

Students who are passengers in school buses are to abide by the same rules that apply to classroom conduct. The bus drivers have the same authority as teachers while transporting students. If a student misbehaves on the bus, the driver is expected to report the incident to the administration. If misconduct reoccurs, the student will not be allowed to ride the bus.

Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

#### a) **Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver and any authorized bus monitors promptly.
- 2) Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy pupils.
- 3) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 4) Students are prohibited from fighting, engaging in bullying, harassment, shouting or horseplay.
- 5) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 6) If seats are assigned, students must occupy the seat assigned to them.
- 7) Students must remain seated and keep aisles and exits clear while the vehicle is moving. Students may not attempt to get on or off a moving bus.
- 8) Students must refrain from unnecessary conversation with the driver.
- 9) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 10) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 11) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 12) Students may carry on conversations in ordinary tones, but may not be loud or boisterous. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

- 13) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 14) Students must not at any time put hands, arms, or heads out of the bus windows.
- 15) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 16) Student must respect the rights and safety of others at all times.
- 17) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting. Students must not throw items on the floor or out of the windows of the bus.
- 18) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless written parental permission is provided.
- 19) Students must wait for the signal from the driver to cross a road or highway. Once given signal, students must cross promptly. The crossing should be made approximately ten (10) feet in front of the bus, in full view of the driver.
- 20) All students riding to an elementary school function on the bus will return on the bus. The only exception will be when a parent or guardian personally requests permission to take their son or daughter home.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

d) **Procedures Concerning Regular Bus Routes**

- 1) Requests to be dropped off at a point not on the regular route will not be accommodated unless extenuating circumstances arise and the request is approved by the transportation director or administration.
- 2) Students who are not regular route riders may not ride the bus home with a friend unless written permission is presented to the bus driver

ahead of time by the parent of the non-route rider. The written permission should include the non-route rider's name, the date, the signature of the non-rider's parent, and the place approved for drop off.

- 3) Non-route riders requests may not be granted if it causes overcrowding of the vans or buses (vans have a 10-rider plus driver maximum occupancy).
- 4) Students not following bus rules may not be allowed to use bus services.

### **P.M. Shuttle Bus Information**

The shuttle buses drop off elementary students at the Kingswood Court Assisted Living block and the City Park. There is no morning shuttle bus service. Drop-off time after school is 3:50 P.M. All times may be adjusted as needed. Students not following bus-riding rules may not be allowed to use the shuttle bus service. Only elementary students will be allowed to use the P.M. shuttle bus. Jr./Sr. high students who do not have an elementary sibling will **not** be permitted to ride the shuttle bus.

### **Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor which has been signed by that student's parent.

### **Video Surveillance and Photographs**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on Superior Public Schools District 0011 property. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other

devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Visits to the School**

The board and staff of the school district welcome members of the community and other interested persons to visit the school. **All visitors must report to the office.** Students wishing to bring a visitor must have approval from the principal or classroom teacher at **least 48 hours (2 days) prior to the visit.** The following stipulations shall also apply to visitors other than parents/guardians:

1. No visits during the first four (4) weeks of the school year.
2. Visits during the last three (3) weeks of the school year are not advisable.
3. Visiting students must be enrolled in another school district.
4. Visiting students in pre-school, kindergarten, first, or second grade **must** be accompanied by parents or an adult.
5. Visiting students in grades 3, 4, 5 may visit relatives or friends by permission from the building principal.
6. Visits should be kept to two (2) hours in length.
7. Each visitor will be given a visitor's pass that must be worn at all times.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. **School closings will be announced via radio on KRFS. Closing information will also be made available via television on NBC Nebraska Channel 4, KOLN/KGIN Channels 9/10, and NTV channel 13. JMC Text messaging and/or email notification is also available. Please contact the school if you are interested in getting signed up for the JMC text messaging and/or email program. An automated calling service will also be utilized for notifications.**

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

## SECTION THREE

### STUDENT DISCIPLINE

#### General Discipline Philosophy

The school has the authority and responsibility to regulate student conduct on school property, in school vehicles, during school related activities away from school and while students are traveling to and from school. The Board of Education, any school district employee, or any designated agent of the school district has the responsibility and authority to regulate student conduct and impose disciplinary sanctions. Sanctions which may be imposed for violating school regulations shall include, but are not limited to, conferences, detention, restriction from activities, administrative suspension, and/or expulsion. Sanctions shall be reasonable and consistently applied for the violation and the student involved, and imposed with a consideration for the student's rights to an education and due process of law.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

#### Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who may have to stay after school will be allowed to telephone parents and advise them of the situation. Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day. We realize this could be an inconvenience to parents, however, the after-school time is important and should be reserved for all students who need it. Teachers will utilize such times sparingly and for good reason. We ask your sincere cooperation for full effectiveness.

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

After a student receives a third detention in the school year the student will receive a one (1) day in-school suspension. Parents will be notified by phone or mail of the suspension and the student will be allowed to return to classes after the suspension.

After a student receives a sixth detention, a one (1) day out-of-school suspension **or** a one (1) day parent/guardian supervised suspension. A conference involving the student, teacher, parents, and administrator intended to develop a behavior plan will be required before the student is allowed to return to classes. Students who receive multiple detentions in one semester will face escalating consequences up to and including possible suspension or expulsion

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Short-Term Suspension**

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete class work, including but not limited to examinations, under the following conditions outlined by the principal at the time of the suspension.

### **Weapons and/or Firearms**

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

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

## **Expulsion**

**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.

**Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

**Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

**Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

### **Expulsion for Causing Personal Injury or for Possessing a Dangerous Weapon Other than a Firearm**

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year.

### **Automatic Review of Expulsions Which Continue During the First Semester of the Following Year**

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning of the school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence, the Hearing Examiner need not provide a hearing in order to complete his or her review.

The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

### **Use of Force**

In the event a student is expelled for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year. Such action may be modified or terminated by the school district at any time during the expulsion period.

### **Firearms**

When a student is determined to have knowingly and intentionally possessed, used, or transmitted a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such conduct occurred on school grounds, in a school owned vehicle being used for school purpose, or at a school sponsored activity or athletic event. Nothing in this policy, however, shall prohibit the superintendent of schools or the board of education from modifying such required expulsion on an individual basis. This policy shall not apply to the issuance of firearms to, or possession of firearms by, members of the reserve officer training corp., or to firearms that may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

### **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the

- health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or such as electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
  - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
  - j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended

to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

- 1. The violation includes possession of a firearm;
- 2. The violation results in child abuse;
- 3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
- 4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
- 5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

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

- 1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
  4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
  5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
  6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing

procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

## **SECTION FOUR FORMS AND NOTICES**

### **Section Four Forms and Signature Pages**

The section contains forms for student and parents to utilize during the school year. The colored page forms will be sent home in your child's Red Folder and must be completed and returned to the school by: **August 24, 2020.**

PBiS Information for parent information .....	page 73
PBiS Matrices for parent information .....	page 74-75
Parent-Student-Teacher Compact for parent information	page 76

#### **FORMS THAT NEED TO BE RETURNED TO SCHOOL** (Sent home in Red Folders)

1. Student Handbook Receipt Form      (Yellow Form in Red Folder)      Page 77
2. Emergency Contact Information Form   (Green Form in Red Folder)      Page 78
3. Superior School District and Personal Technology Usage Agreement  
    (Blue Form in Red Folder)      Pages 79-80

## PBIS

Superior Elementary is a Nebraska PBIS School. PBIS stands for **P**ositive **B**ehavior **I**nterventions and **S**upports. It is an evidence-based, data-informed **process** that works to increase student achievement, school attendance, and school success while decreasing challenging student behaviors. Our school wide umbrella expectations are **C**onsiderate, **A**ccountable, **T**eamwork, and **S**afe (C.A.T.S.). We have implemented our school wide PBIS expectations in six common areas on the school campus. Each year classroom teachers along with input from their students will develop classroom expectations to be implemented. The specific expectations for each common area at Superior Elementary are listed on the next page.



## Common Area Expectations

Location	<u>C</u> onsiderate	<u>A</u> ccountable	<u>T</u> eamwork	<u>S</u> afe
<b>Hallways</b>	<p>Keep hands and feet to yourself.</p> <p>Make room for others passing.</p> <p>Walk on the right side.</p> <p>Visit quietly in groups of 2-3.</p> <p>In larger groups the line is silent.</p> <p>Greet others appropriately (smile, wave, "hello").</p>	<p>Keep lockers neat and closed.</p>	<p>Help others pick up dropped items.</p> <p>Pick up trash on the floor.</p> <p>Keep hands, feet and face off walls, lockers and windows.</p> <p>Use door handles to open doors.</p>	<p>Use your walking feet.</p> <p>Eyes looking forward.</p> <p>Walk facing forward.</p>
<b>Bathrooms</b>	<p>Enter Quietly.</p> <p>Keep hands and feet to yourself.</p> <p>Flush, Don't Rush.</p> <p>Dry to 5.</p> <p>Leave Quietly.</p>	<p>Take 2 minutes.</p> <p>Be neat and check the seat.</p>	<p>Report messes or accidents to an adult.</p> <p>Keep your space while you wait.</p> <p>Keep it clean.</p>	<p>Use walking feet.</p> <p>Keep feet on the floor.</p> <p>Wash hands with soap and shake them over the sink.</p>
<b>Cafeteria</b>	<p>Use please and thank you with lunch staff.</p> <p>Visit quietly with others near you.</p> <p>Keep hands and feet to yourself.</p>	<p>Keep your space/table area clean.</p> <p>Get everything you need the first time in line.</p> <p>Take appropriate amounts of food.</p>	<p>Return unopened/sealed items to designated area.</p> <p>Keep your table area and floor clean.</p> <p>Eat over your tray.</p>	<p>Report messes/accidents.</p> <p>Stay seated until dismissed.</p> <p>Use walking feet.</p>

<p><b>Bus</b></p>	<p>Keep hands off other people's things.</p> <p>Keep hands to yourself.</p> <p>Use kind words and actions.</p> <p>Patiently wait your turn.</p> <p>Visit quietly with others near you.</p>	<p>Follow technology rules.</p>	<p>Clean up after yourself.</p> <p>Check seat before you leave.</p> <p>Report problems to the driver.</p> <p>Keep your hands and face off windows.</p>	<p>Stay seated until bus stops.</p> <p>Keep feet on the floor.</p> <p>Use walking feet.</p>
<p><b>Recess</b></p>	<p>Allow anyone to join your game and encourage others.</p> <p>Keep your body to yourself.</p> <p>Take turns and share the space. (slides, swings, balls, basketball court, etc.)</p>	<p>Make sure equipment is dry before using.</p> <p>Keep sand and gravel inside their borders.</p> <p>Return equipment.</p> <p>Line up quickly when the bell rings.</p>	<p>Follow official game rules. (4-Square, Basketball, Kickball, tag games, etc.)</p> <p>Use good sportsmanship.</p> <p>Help others if needed. (hold doors, carry equipment)</p> <p>Keep hallways clean and wipe your feet.</p>	<p>Walk in the playground equipment area. (tag games in the grass only)</p> <p>Use all equipment properly. (monkey bars, slides, swings, basketballs, sandbox)</p> <p>Walk to the field with an adult.</p> <p>Stay out of the street and away from the fence.</p>
<p><b>Walking Recess</b></p>	<p>Allow anyone to walk with you.</p> <p>Keep your body to yourself.</p> <p>Visit quietly with others near you.</p>	<p>Walk on or outside of the black boundary.</p> <p>Line up quietly.</p> <p>Check for all your belongings before leaving.</p>	<p>Lay items along the wall/bleachers.</p> <p>Keep hands and feet off walls and mats.</p> <p>Stay in a line, on the right, when walking to class.</p>	<p>Use your walking feet.</p> <p>Carry your bag safely when walking to class.</p>

## SCHOOL - PARENT COMPACT

Superior Elementary School

2020-21 School Year

(**Purple** Form that will be discussed at September Parent-Teacher Conferences)

### **Teacher/School:**

*It is important that students achieve. I agree to do the following:*

1. Provide high-quality curriculum and instruction in a supportive and effective environment to enable children to meet the challenging state academic achievement standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.
4. Discuss school-parent compact at annual parent-teacher conferences.

(Optional) Teacher Signature \_\_\_\_\_

### **Parent/Caring Adult:**

*I want my child to achieve; therefore I will encourage him/her by doing the following:*

1. Communicate and work with teachers and schools staff on an ongoing basis to be involved and support my child's learning.
2. Make sure my child is at school every day and on time, unless he/she is ill.
3. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.

(Optional) Parent Signature \_\_\_\_\_

### **Student:**

*I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:*

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.

(Optional) Student Signature \_\_\_\_\_

## STUDENT HANDBOOK RECEIPT FORM

**(Yellow Form)** will be sent home in student's Red folder separate from Handbook)

The Superior Elementary School Student Guidelines Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are requested to sign  
& return the receipt form below before **August 24, 2020**

### PARENT/STUDENT AGREEMENT

I have received and read the Student Guidelines Handbook that describes the Superior Elementary Schools discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Superior Public Schools. My child and I have discussed and understand the content of these policies.

#### **RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS**

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

\_\_\_\_\_  
Student's Signature                      Date

\_\_\_\_\_  
Parent Signature                      Date

\_\_\_\_\_  
Student Cell Phone Number (Optional)

\_\_\_\_\_  
Parent Cell Phone Number

\_\_\_\_\_  
Parent's Password for Online Access

\_\_\_\_\_  
Parent Email Address

\_\_\_\_\_  
Parents Email Address

\_\_\_\_\_  
Parent's Home Phone Number

**\_\_\_ Please check here if you wish to be notified via text/email/phone by Superior Public Schools automated phone system about school closures, delays or other pertinent school information. Please make sure you have provided your email address, cell phone number and/or your home phone number for notification.**

**EMERGENCY CONTACT INFORMATION FORM**

**(Green Form** will be sent home in student's Red folder separate from Handbook)

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

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

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

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

\_\_\_\_\_  
Mom's Cell Phone

\_\_\_\_\_  
Dad's Cell Phone

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

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

\_\_\_\_\_  
Dad's Employer

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

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

\_\_\_\_\_  
Phone

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

\_\_\_\_\_  
Phone

## **Superior Public Schools District and Personal Technology Usage Agreement**

**(Blue Form** will be sent home in student's Red folder separate from Handbook)

**Privileges** – The use of the Superior Public Schools computer network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violations of the Technology Usage Agreement will result in consequences which could include loss of computer privileges, detention, STOPiT class, in school and/or out of school suspension.

**Account Information** – Email is not guaranteed to be private. Network storage areas will be treated as school property and may be reviewed by District personnel. Students must notify Superior Public School of any changes in Internet account information.

### **Personal Electronic Device Policy**

In order to maintain a secure and orderly learning environment and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices and procedures to address student misuse of electronic devices.

### **Definitions**

1. "Electronic communication devices" (ECDs) include, but are not limited to, cell phones, iPads, iPods, tablets, 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 contains sexual information.
3. "Cyber bullying" means bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

### **Possession and Use of Electronic Devices**

1. Students 7-12 are allowed to use their electronic communication device until the 8:15 a.m. bell rings. Then they should be **turned off** and placed in the teacher's storage pocket. Electronic communication devices (ECDs) are not allowed in the restroom or locker rooms. Classroom use for educational purposes of ECDs is up to the teacher's discretion.
2. All students who are eligible or who have not made up detentions or after school sessions with a teacher should turn their ECD into the office by 8:15 a.m. They should turn their ECD off and then place it in their designated pocket. If you are tardy to school your phone should be turned into the office.

3. Students in grades 9-12 are allowed to use their ECDs at lunch, unless they are ineligible according to the Down List. Students in grades 7-8 are not allowed to use their ECDs at lunch at anytime. Students in grades 7-8 should take their ECDs to lunch and leave them face down on the table. If you would like to make a phone call during lunch you must do so in the office.

**Responsibility for Electronic Devices**

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.

**Superior Public Schools (Blue Form)  
District and Personal Technology Usage Agreement**

**(Blue Form will be sent home in student's Red folder separate from Handbook)**

I have received and read the Superior Public Schools Technology Usage Agreement that describes Superior Public Schools internet/computer use policies, regulations, rules, and expectations to be followed by students enrolled in Superior Public Schools. My child and I have discussed and understand the content of these policies

I agree to abide to all rules and regulations of system usage as my be further added from time to time by the administrator of the Network/Internet System and the Superior Public Schools system.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As a parent/guardian, I understand I am responsible for the actions of my child.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**SECTION FIVE  
STAFF DIRECTORY AND CALENDAR**

**• MEMBERS OF BOARD OF EDUCATION •**

Matt Sullivan, President 402-879-1891	Jason Jensen, Superior 402-879-5760
Brad Biltoft, Superior 402-879-5841	Peggy Meyer, Superior 402-879-1304
Matt Bargaen, Superior 402-879-5886	Luke Meyers, Superior 402-879-1144

**• SCHOOL ADMINISTRATION**

Supt. of Schools	Marty Kobza	601 West 8th 879-3258 Ext. 127
Jr./Sr. High Principal	Bob Cook	601 West 8th 879-3257
Elementary Principal	Doug Hoins	601 West 8th 879-3025 Ext. 225
School Maintenance	Kent Kottmeyer	West 8th 879-3257
Bus Supervisor	Kevin Knoell	Bus Barn 879-3257 Ext. 204
Food Service Supervisor	Mary Hamilton	West 8th 879-3257

**• ELEMENTARY CLASSROOM**

KG TN A	Laura Baird
KG TN B	Kaitlyn Moore
Grade 1A	Sonia West
Grade 1B	Rachel Renz
Grade 2A	Anne-Marie Ohmstede
Grade 2B	Diane Kile
Grade 3A	Taylor Scheele
Grade 3B	Dana Henry
Grade 4A	Tricia Kuhlmann
Grade 4B	Krishna Scott
Grade 5A	Jake Nannen
Grade 5B	Courtney Baker
Nurse	Megan McMeen

**• ELEMENTARY SPECIALISTS**

5th Band	Allison White
Vocal Music	Tierney Casper
Library/Media	Sara Fuller
Physical Ed	Luke Chadwell
Vocal Music/Art	Tierney Casper
Spec. Ed. Director	Jodi Grabast
Resource Teacher	Heather Blackstone
Resource Teacher	Courtney Utecht
Title I	Pam Hollingshead
Reading Specialist	Jennifer Utecht
Speech Therapy	Jodi Grabast
Speech Therapy	Mackenzie Trumble

**• ELEMENTARY SUPPORT STAFF**

Elementary Secretary	Marj Renz
Resource Para	Janice Hatzenbuehler
Resource Para	Jeanie Keifer
Resource Para	Meilissa Jensen
Resource Para PreK	Tiffany Mundorf
Resource Para PreK	Danyelle Matthews
Speech Communication Asst.	Nancy Hass
Library/Media Para	Rhonda Freeman
Reading Para	Cindy Adamson
Custodian	Teresa Richardson
Custodian	Gwen Mohler

**Superior Public Schools  
School Calendar 2020-21**  
(subject to change)

<b>August</b>	<b>12</b>	Kindergarten Open House 5:30-6:30 pm?? Grades 1-5 Open House - Students and Parents 6:30-7:30 pm??
	<b>13</b>	<b>First day of school for students!</b>
<b>September</b>	<b>7</b>	<b>No school - Labor Day</b>
	<b>9</b>	<b>EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE</b>
	<b>24</b>	Parent – Teacher Conferences 1:30-4:30 & 5:00-8:00 PM Muffins for Moms 7:50-8:05am
	<b>25</b>	<b>NO SCHOOL – COMP DAY DUE TO PT CONFERENCES</b>
<b>October</b>	<b>6</b>	School Pictures Grades PreK-5
	<b>7</b>	School Pictures Grades 6-12
	<b>14</b>	<b>EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE</b>
	<b>16</b>	End of first quarter (45 Days).
<b>November</b>	<b>18</b>	<b>EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE</b>
	<b>24</b>	Donuts for Dads 7:50-8:05am
	<b>25-27</b>	<b>NO SCHOOL PreK-12 STUDENTS - Thanksgiving Vacation</b>
<b>December</b>	<b>9</b>	<b>EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE</b>
	<b>17</b>	Elementary Winter Concert 7:00pm
	<b>22</b>	<b>EARLY DISMISSAL 1:15 PM – WINTER BREAK</b> End of second quarter (44 days). End of 1st semester (89 days).
	<b>23 - Jan. 4</b>	<b>NO SCHOOL - Christmas Vacation &amp; New Year Break</b>
<b>January</b>	<b>4</b>	<b>NO SCHOOL PREK-12 STUDENTS – Teacher workday/in-service</b>
	<b>5</b>	<b>School resumes for ALL students second semester</b>
<b>February</b>	<b>10</b>	<b>EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE</b>
	<b>11</b>	Parent – Teacher Conferences 1:30-4:30 & 5:00-8:00 PM
	<b>12</b>	<b>NO SCHOOL – COMP DAY DUE TO PT CONFERENCES</b>
<b>March</b>	<b>10</b>	<b>EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE</b> End of third quarter (46 days)
	<b>11,12,15,16</b>	<b>NO SCHOOL – SPRING BREAK!</b>
<b>April</b>	<b>2</b>	<b>NO SCHOOL – PreK-12 STUDENTS GOOD FRIDAY</b>
	<b>5</b>	<b>NO SCHOOL – PreK-12 STUDENTS EASTER MONDAY BREAK</b>
	<b>14</b>	<b>EARLY DISMISSAL 1:15 PM – TEACHER INSERVICE</b>
<b>May</b>	<b>7</b>	<b>NO SCHOOL - <u>KINDERGARTEN STUDENTS ONLY!</u></b> <b>- Kindergarten Visitation for the kindergarten class of 2021-22</b>
	<b>15</b>	Elementary Play Day (Grades 3-6 AM and K-2 PM)
	<b>19</b>	<b>EARLY DISMISSAL 2:30 PM, Last Day of School for PreK-12</b> End 4th quarter (44 days). End of 2nd semester (90 days).
	<b>20-21</b>	Teacher In-service/Work Days

# **Superior Public School Activities Handbook**



**Rules and Regulations  
2020- 2021**

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## Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Superior Public Schools provides students with the opportunity to participate in a comprehensive activities program which includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

**Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.**

**Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.**

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

## Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Marty Kobza  
Title: Superintendent  
Address: Superior Public Schools District 65-0011  
601 West 8<sup>th</sup> Street  
Superior, NE 68978  
Telephone: (402) 879-3257 ext. 127  
E-mail: mkobza@superiorwildcats.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 4001 – Nondiscrimination.

The Superior Public Schools District 65-0011 offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12: *Business Education, Agricultural Education and Industrial Arts*. Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact.

Marty Kobza, Superintendent  
Superior Public Schools District 65-0011  
601 West 8<sup>th</sup> Street  
Superior, NE 68978  
(402) 879-3257 ext. 127  
mkobza@superiorwildcats.org

## Aviso de no discriminación

El distrito escolar no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas y actividades, y brinda acceso equitativo a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar las consultas relacionadas con las políticas de no discriminación:

Nombre: Marty Kobza  
Título: Superintendente  
Dirección: Escuelas Públicas Superiores Distrito 65-0011

601 West 8th Street  
Superior, NE 68978  
Teléfono: (402) 879-3257 ext. 127  
Correo electrónico: mkobza@superiorwildcats.org

Para obtener más información sobre la notificación de no discriminación, visite <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> para obtener la dirección y el número de teléfono de la oficina que atiende en su área o llame al 1-800-421-3481.

Para más discriminación prohibida e información relacionada, revise la Política del distrito escolar 4001 - No discriminación.

El Distrito 65-0011 de las Escuelas Públicas Superiores ofrece los siguientes programas de educación técnica y profesional para todos los estudiantes, independientemente de su raza, color, origen nacional, incluidos aquellos con dominio limitado del inglés, sexo o discapacidad en los grados 9-12: Educación Empresarial, Educación Agrícola y Artes Industriales. Las personas que deseen obtener más información sobre las ofertas de educación profesional y técnica y los criterios específicos de requisitos previos deben ponerse en contacto.

Marty Kobza, Superintendente  
Distrito de Escuelas Públicas Superiores 65-0011  
601 West 8th Street  
Superior, NE 68978  
(402) 879-3257 ext. 127  
mkobza@superiorwildcats.org

## **SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM**

### **Academic Eligibility**

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. The period of ineligibility will be from the following Monday to Sunday of the school week when a student has attained ineligible status. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance, or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

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

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

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

### **Closings**

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration, unless the administration determines that it is permissible for the activity to continue as scheduled.

## **Complaint Procedure**

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: <https://www.superiorwildcats.org>.

## **Concussion Awareness**

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
  - Heads UP Concussions in Youth Sports
  - Concussion in Sports—What You Need to Know
  - Sports Safety International
  - ConcussionWise
  - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
  - 1 The signs and symptoms of a concussion;
  - 2 The risks posed by sustaining a concussion; and
  - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

## Dances

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

### **Middle School Dances**

Middle school dances (6-8) are restricted to students currently enrolled in the Superior Middle school and will be sponsored by middle school teachers and parents. Any organization wishing to sponsor a middle school dance must obtain permission from the principal regarding date and times. **Each dance must be sponsored by at least two faculty members and one additional adult couple.** Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

### **High School Dances**

All high school dances are restricted to Superior High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. **Each dance must be sponsored by at least two faculty members and one additional adult couple.** Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

### **Junior/Senior Prom**

Members of the Superior High School junior and senior classes may invite guests to the prom under the following rules:

1. All guests must be cleared through the principal's office. The name of the guest must be submitted to the principal ahead of time.
2. Guests are expected to follow all rules the students must follow. Each student is responsible for his/her guest's conduct.
3. Appropriate attire is expected. **No blue jeans, shorts, or t-shirts will be allowed at the banquet or dance for prom.** Black dress jeans will be acceptable.
4. **Students who are ineligible will not be allowed to attend prom.**

### **Homecoming**

The selection of Homecoming Queen and Homecoming King candidates shall be made by the entire student body. The male and female students with the highest scores among the candidates will be the Homecoming Royalty Court. The male and female with the highest scores from this vote will be the Homecoming King and Queen.

On the ballot, students will **vote on (1) male and (1) female from the senior class that have met the requirements to be on the ballot.** The ballots will be based on the following standards:

Number of Students in Senior Class	Number of Candidates
45 or more	12 candidates
35-44	10 candidates
25-34	8 candidates
24 or less	6 candidates

Candidates must be a member of the current senior class and must have a minimum of an 80% grade point average upon completion of his/her junior year. Homecoming activities will be coordinated by the Student Council.

### **Electronic Communication**

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

### **Equipment**

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been check out to him/her and is lost or stolen.

### **Fundraising**

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

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

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

### **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Injuries**

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the

injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

### **Insurance**

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

### **Lettering Requirements**

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

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

**Volleyball:** The athlete must participate in 16 total games, complete the season, and/or have the recommendation of the head coach.

**Basketball:** The athlete must participate in 16 quarters, complete the season, and/or have the recommendation of the head coach.

**Golf:** The athlete must participate in 50% of the varsity golf meets, complete the season, and/or have the recommendation of the head coach.

**Track:** The athlete must average 1.5 points per meet scheduled, participate in 50% of all the meets, or place in an individual event at the conference or district meets, or be a member of a relay team which places third or higher in the conference or district meets, or participate as a member of a relay team at the state meet, complete the season, and/or have the head coach's recommendation.

**Wrestling:** The athlete will earn a letter if they qualify for the state tournament, have a record over .500 and have medaled at over half of the individual meets, complete the season and/or have the recommendation of the head coach.

**Cross Country:** The athlete must compete in at least 70% of the varsity meets, complete the season in good standing, and/or have the recommendation of the head coach.

**Student Managers:** The student manager must complete the season and have the recommendation of the head coach of the sport involved.

**Instrumental and Vocal Music:** In order to letter in music, a student must acquire 50 points throughout the school year. Points are awarded for the following:

1. **Grades:** A = 15 points per semester, B = 10 points per semester, C-F = no points awarded
2. **Extra Performances:** Not including school concerts or contest = 10 points
3. **Honor Bands:** Audition for an honor band but not selected = 10 points, audition for an honor band and are selected = 20 points.
4. **District Music Contest:** Perform a solo = 10 points, perform in a small group = 10 points.
5. **Help Superior Music Boosters:** Points will vary depending on participation.
6. **A student may also letter based on a recommendation from the instrumental or vocal music instructor.**

**Speech\Drama:** In order to letter in speech and/or drama participants will need to meet the following criteria:

1. In order to letter in Speech the participant must not have any unexcused absences, have competed in all meets (barring any unforeseen emergencies), and have placed in at least one varsity meet and/or have the recommendation of the head coach.
2. In order to letter in Drama the participant must not have any unexcused absences, have competed in all meets (barring any unforeseen emergencies), and have achieved distinction at any meet throughout the year and/or have the recommendation of the head coach.

**Drill Team:** The drill team member must meet the following requirements to letter:

1. Perform in 90% of performances. This includes pep rallies, parades, and any other "spirit activity".
2. Stay off the academic down list during the entire season.
3. Any suspension from any other requirements listed in the drill team constitution will result in the loss of the member's letter.

### **Management of Student Funds**

All teachers are advised to read the policy concerning monies of organizations within the school. All clubs or school-connected organizations' finances are under the direct control of the sponsor through the Superintendent's office. Clubs or other organizations must make arrangements to see that all monies collected or raised through the sale of tickets, articles, or materials are deposited in the school activity account in the name of the organization. The School Board does not permit any organization to bank money in any other manner.

### **Mascot**

The official emblem for boys' and girls' athletic teams is the Wildcats. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

### **Meetings of Clubs/Societies/Organizations**

Meetings will be scheduled during PAWS time on Wednesday of each week if necessary. Any meeting held after school hours must be approved by the principal and posted on the master calendar. All meetings must have a sponsor present.

### **Practices**

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

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

1. Submit to the coach or sponsor a signed physical form and Activities Code which verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

### **Regulations Governing Classes and Organizations**

1. A student whose conduct was not satisfactory as determined by the administration or board, or who had a failing grade in any subject in the previous semester, shall not be elected to any office in any class or organization.
2. Any student elected to any office in any class or organization must maintain satisfactory conduct and passing grades. Any student whose conduct becomes unsatisfactory as determined by the administration or board, or who fails a subject, shall be removed from office. An election shall be called to fill the resulting vacancy.
3. No student shall be allowed to hold the same office for more than one year. The election of officers shall take place on a day determined by the principal of the high school and announced at least one day prior to the election. Eligibility lists will be posted at the time of calling the election.
4. Meetings of any class organization may be held with the consent of the sponsor who shall consult the principal before calling such meeting.

5. All class organization meetings will be governed by the rules of parliamentary procedure.
6. If class organizations foster antagonism or individual members of class organizations fail to render assistance in prohibiting inter-class controversies, all class organizations may be abolished.

### **Senior Class Activities**

1. Announcements and Cards - Seniors may purchase class graduation announcements and name cards. Class colors will be selected from the color options presented by the announcement company. From a variety of announcements, all seniors select the one type they would like to have.
2. Baccalaureate and Commencement - The final step for seniors is Commencement. Seniors, in their caps and gowns, receive their diplomas at this ceremony. Cap and gown colors will be representative of the school colors red and white. Black or silver may be substituted for white since those colors are present in uniforms used by the school. Seniors will secure a graduation speaker by the end of February or may choose to have a Senior video. The Senior video will be 15 - 20 minutes in length. The administration will approve the speaker or video, and will have the final approval. The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner: 93-94% Cum Laude, 95-97% Magna Cum Laude, and 98-100% Summa Cum Laude. The percentages will be based on the students' cumulative grade point average. Any graduating senior with an ACT score of 30 or higher will have their name placed on a plaque. Students caught smoking/drinking/under the influence of drugs or with tobacco/alcohol/drugs in their possession during graduation practice or at the actual ceremony will not be allowed to participate in the formal ceremony, and will receive their diploma before the formal ceremony has taken place.
3. Awards Day - This event occurs during the final week of school. At this program students receive recognition through the presentation of various honors and awards.

### **Secret Organizations**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

### **Student Manager, Helpers, or Activity Aids**

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

### **Sunday and Wednesday Night Activities**

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed,

and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

### **Transportation**

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. If extenuating circumstances exist, a student may receive a waiver from the principal or superintendent. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

### **Weight Room**

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

### **Yearbook Photographs**

Pictures used in the Yearbook are done by a professional photographer and cost the journalism department. Pictures in which students are making inappropriate gestures, wearing clothing which does not comply with the school's dress code, or which display any prop will not be published in the yearbook. If a photo has to be retaken because of a student or students' actions, those involved will pay for the cost of the retake.

## **SECTION TWO: AVAILABLE ACTIVITIES**

### **Art Club**

The Superior High School's Art Club provides members with leadership opportunities, enrichment in the visual arts, and community service.

### **Band**

Superior has a middle school/senior high band. This organization is called on many times during the school year to perform in Superior and at out of town events. Half-time performances at football games and various home activities demonstrate the hard work and time put forth by the participants.

### **Community Service Club**

The Community Service Club promotes clean speech, clean sports, scholarship, and community service. Membership is open to all students by application.

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

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

### **Future Farmers of America (FFA)**

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

### **National Honor Society**

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the junior and senior classes by the high school faculty and shall meet the following qualifications for membership:

- **Scholarship**

Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence.

- **Service**

This involves voluntary contributions made by a student to the school or community, done without compensation.

- **Leadership**

Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

- **Character**

The student of good character is cooperative, demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

**Fifteen percent of the Junior and Senior classes will be selected each year.** The results of the selection will be announced at an honors convocation.

### **Quill and Scroll**

Junior and senior students who are members of the Flashlight and yearbook staff may belong to this international journalistic organization.

### **S Club**

Any student who has lettered in any sport is eligible for membership. The purpose of the S Club is to stimulate and encourage sportsmanship and to assist in bringing about a closer bond between students in all sports.

### **Student Council**

The purpose of this organization is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. Each high school club, society, organization, and each class is entitled to be represented on the council.

### **Student Publications**

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

The school paper is "The Flashlight." This paper is published each three weeks by the journalism classes and their teacher. It is financed in part by advertising and subscription.

## SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

### Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners:**
  - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high

- school located in the school district where the parents established their domicile and be eligible.
- b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
  - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
  - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
  11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2020-21 school year prior to May 1, 2020 for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2020. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2020 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
  12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules
  13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. (\*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
  14. A student shall not participate on an all-star team while a high school undergraduate.
  15. A student must maintain his/her amateur status.

### **NSAA Sportsmanship Rules**

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts which may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

**If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.**

## **SECTION FOUR: CODE OF CONDUCT**

All students associated with Superior Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

### **Standard of Conduct**

Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

### **Coach and Sponsor Rules**

Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

### **Prohibited Conduct**

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

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it

does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

**Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus.** School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

### **Discipline**

Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Additionally, students who are found to be in violation of paragraph 5 of this policy shall be subject to the following disciplinary action.

**First Violation** – Suspension from co-curricular program for designated activities for one (1) calendar year from date of finding or violation;

**Or**

Students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse professional and be approved by the school authorities. The student will need to successfully complete an approved chemical dependency program. Proof of successful completion of program will be submitted in writing to school's Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from co-curricular activities for one (1) calendar year from date of finding of violation. The student must also complete ten (10) hours of community service with approval from the Activities Director. The student must practice, but will not be allowed to compete, in the designated activities for two (2) calendar weeks. All costs associated with the program are to be borne by the student/parent or guardian.

**Subsequent Violations** – Upon finding of violation, the student will be suspended from all designated activities for one (1) calendar year from the date of identification of guilt.

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions:

**First Offense:** The student shall be prohibited from participating in any extracurricular activities for 30 consecutive days.

**Second or Any Subsequent Offense:** The student shall be prohibited from participating in any extracurricular activities from one (1) calendar year from date of finding of violation.

### **Evaluation, Counseling, and Treatment**

Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's/coach's/sponsor's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

### **Reporting of Incident**

Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after

the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

### **Discipline Procedures**

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

As used in this “Discipline Procedures” section, “Investigator” means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of “Investigator” as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator’s decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

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

### **Review of Coach’s Decision**

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

### **Misrepresentations**

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

**Questions**

Any parent or student who has questions about board policy, this code, training rules or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

**Assistance**

Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

**Student Record**

Students entering grade 9 will enter with a clear record provided that any sources of ineligibility have been resolved.

## SECTION: 5 A PARENT'S GUIDE TO CONCUSSIONS

### WHAT IS A CONCUSSION?

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness (“knocked-out”) to suffer a concussion.

### CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl’s lacrosse, girls’ soccer, boy’s lacrosse, wrestling, and girls’ basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

### WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

#### Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

#### Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

## WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

### WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

### WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

- Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.
- Step 2:* Running in the gym or on the field. No helmet or other equipment.
- Step 3:* Non-contact training drills in full equipment. Weight training can begin.
- Step 4:* Full contact practice or training.
- Step 5:* Game play.

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

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

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

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

## **WHAT CAN YOU DO?**

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

## **OTHER FREQUENTLY ASKED QUESTIONS:**

### **Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

### **Is a “CT scan” or MRI needed to diagnose a concussion?**

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

### **How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

### **How many concussions can an athlete have before he or she should stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

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

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

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

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

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

## AUTHORIZATION AND ACKNOWLEDGEMENT

### **WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION**

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

## ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

I understand that my student is obligated by this handbook, including the statements above.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

# SUPERIOR MIDDLE/HIGH SCHOOL



## PARENT – STUDENT HANDBOOK

2020-21

**Marty Kobza**  
**Superintendent**  
402-879-3257 EXT. 127

**Robert Cook**  
**6-12 Principal**  
402-879-3257 EXT. 116



**601 W. 8<sup>th</sup> Street**  
**P.O. Box 288**  
**Superior, NE 68978**



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## **MISSION STATEMENT**

The mission of the Superior Public Schools is to provide a student centered environment that ensures personal success by developing resilient, healthy, productive citizens through partnerships with families and the community.

## **INTENT OF HANDBOOK**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about Superior High School. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

## **Notice of Nondiscrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Marty Kobza  
Title: Superintendent  
Address: Superior Public Schools District 65-0011  
601 West 8<sup>th</sup> Street  
Superior, NE 68978  
Telephone: (402) 879-3257 ext. 127  
E-mail: mkobza@superiorwildcats.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 4001 – Nondiscrimination.

The Superior Public Schools District 65-0011 offers the following career and technical education programs for all students regardless of race, color, national origin, including those

with limited English proficiency, sex or disability in grades 9-12: *Business Education, Agricultural Education and Industrial Arts*. Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact.

Marty Kobza, Superintendent  
Superior Public Schools District 65-0011  
601 West 8<sup>th</sup> Street  
Superior, NE 68978  
(402) 879-3257 ext. 127  
mkobza@superiorwildcats.org

### **Aviso de no discriminación**

El distrito escolar no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas y actividades, y brinda acceso equitativo a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar las consultas relacionadas con las políticas de no discriminación:

Nombre: Marty Kobza  
Título: Superintendente  
Dirección: Escuelas Públicas Superiores Distrito 65-0011  
601 West 8th Street  
Superior, NE 68978  
Teléfono: (402) 879-3257 ext. 127  
Correo electrónico: mkobza@superiorwildcats.org

Para obtener más información sobre la notificación de no discriminación, visite <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> para obtener la dirección y el número de teléfono de la oficina que atiende en su área o llame al 1-800-421-3481.

Para más discriminación prohibida e información relacionada, revise la Política del distrito escolar 4001 - No discriminación.

El Distrito 65-0011 de las Escuelas Públicas Superiores ofrece los siguientes programas de educación técnica y profesional para todos los estudiantes, independientemente de su raza, color, origen nacional, incluidos aquellos con dominio limitado del inglés, sexo o discapacidad en los grados 9-12: Educación Empresarial, Educación Agrícola y Artes Industriales. Las personas que deseen obtener más información sobre las ofertas de educación profesional y técnica y los criterios específicos de requisitos previos deben ponerse en contacto.

Marty Kobza, Superintendente  
Distrito de Escuelas Públicas Superiores 65-0011  
601 West 8th Street  
Superior, NE 68978  
(402) 879-3257 ext. 127  
mkobza@superiorwildcats.org

## **CHILD FIND**

Superior Public School has the responsibility to identify, locate and evaluate all children (birth through age 21) with disabilities regardless of the severity of their disabilities, and who are in need of special education related services. If you have questions or concerns about a child, please contact the Superintendent of Schools or High School Principal (879-3257) concerning the district's special education referral process.

## **SECTION ONE ACADEMIC INFORMATION**

### **Academics and Credit Requirements**

#### **Credit Requirements**

The definition of a credit shall be as follows:

Credit - a classroom subject which meets each day for a full period for the semester shall be one (1) credit. One (1) credit is equal to five (5) hours of instruction each week.

#### **Requirements for High School Graduation**

Forty-eight (48) credits are required to graduate. Thirty-four (34) credits will be from within the core curriculum which is listed below in the "Core Curriculum" subsection.

Parents shall be notified when a student is ineligible to receive a diploma after seven (7) semesters of attendance. A student ineligible to receive a diploma after completion of seven (7) semesters of attendance will be allowed to participate in the commencement exercises but will be awarded a Certificate of Attendance. If the student completes eight (8) semesters of attendance and is still ineligible to receive a diploma, that student shall be awarded a Certificate of Attendance. There shall be no distinction made between students receiving Certificates of Attendance at the spring commencement exercises. A student receiving a Certificate of Attendance shall have the option of returning to school and completing the requirements for a diploma.

#### **Early Graduation**

In unique circumstances, the Board may waive the four-year attendance requirement for high school graduation, provided that the student has met the requirements listed below.

Students must make an application to the high school principal before they may seek permission to graduate early from the Board. The principal may consult with appropriate instructional and guidance staff members in making the determination. The student's application must include:

1. Proof that the student will meet all academic requirements necessary to graduate on or before the proposed graduation date;
2. A transcript showing that the student has no grade lower than "C" in any required course at the time of application;
3. A detailed essay that (a) addresses the reasons for seeking early graduation and (b) articulates the student's post-graduation plans, including goals and objectives justifying the need to graduate early; and
4. A letter from a parent/guardian supporting the application.

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes to support the student's application.

Early graduates will be considered graduates of the district at the time the Board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.

## **Promotion and Retention of Students**

Upon satisfactory completion of the requirements of the grade level, students attending the seventh and eighth grades of the Superior High School shall advance to the next grade.

Students may be required to repeat the same grade provided that the student's building principal believes that the student will benefit from repeating the grade. If retention of a student is considered, a careful study of the needs of the student shall precede any decision relative to the retention. The building principal in basing his/her decision to retain the student may include, but is not limited to a conference with the student, the student's parents or guardian, the student's teacher(s) and the guidance counselor. Adequate testing of the student shall be performed to determine if the leading difficulty of the student could best be served in a special education program. The final decision for the retention of a student shall be made by the administration.

## **CORE CURRICULUM:**

The following subject areas are required or recommended as part of the core curriculum:

### **English/Language Arts: Eight (8) credits required: (4 years)**

- English I (or \*Practical English)
- English II (or \*Applied English)
- English III (or \*Creative Writing/Reading)
- English IV (or \*Career English) (or A.P. English)

\*Classes are for students who have failed classes in the regular English curriculum and for those students recommended by the English department.

### **Mathematics: Six (6) credits required: (3 years)**

### **Science: Six (6) credits required: (3 years)**

\*Biology shall be required for two of these credits.

### **Social Science: Six (6) credits. (3 years)**

\*American History and American Government shall be required for four of these credits.

### **Personal Health and Physical Fitness: Two (2) credits. (1 year)**

### **Visual and Performing Arts: Two (2) credits. (1 year)**

### **Vocational Education: Four (4) credits required. (2 years)**

**Foreign Language:** Four (4) credits are recommended if a student plans on attending a four-year college. Students should check potential college choices for entrance requirements.

**Distance Learning or On-Line Classes:** Not required, but is recommended to all students.

## **Electives**

The remaining ten or fourteen (10 or 14) credits needed to complete graduation requirements shall be selected from subjects offered within the high school curriculum. This will depend on whether the student takes Foreign Language.

### Other

Credits or semester hours earned through Armed Forces programs and/or correspondence courses must be approved by the principal prior to acceptance as credit toward completion of a student's graduation requirements.

### Dropping or Adding Subjects

Students may not drop, discontinue, or add subjects without permission of the counselor.

Students wishing to drop, discontinue, or add a subject must complete the following steps within the first three (3) days of the semester:

1. Receive approval from their parents.
2. Consult with the instructor of the subject to be dropped or added.
3. Secure the proper paperwork from the counselor and receive permission from the counselor.

A student who enrolls in a two-semester subject will be expected to complete both semesters. However, if a student is removed from a class after the first week of the semester he/she will fail the semester, receive a "0" and be reassigned for the remainder of the semester.

### Reports to Parents

Parents/guardians of students should monitor their students' grades via the Superior High School online website or by calling the school periodically. Parents/guardians wanting to view their students' grades via the website should contact Superior High School to receive more information.

### Report cards

Following the end of each nine weeks grading period report cards will be made available online. **Students must have all fines and bills paid before having their online account reactivated.** Students who are unable to view their report cards online and have all fines and bills paid will have their report cards printed for them by request.

Pupils entering school for the first time after the school year has started must be in school at least 4 1/2 weeks prior to the date report cards are issued to be entitled to receive a report card.

### Class Rank

Class Rank and Grade Point Average are computed twice yearly in grades 9-12 at the conclusion of each semester. Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each curriculum class in which he/she was enrolled. For the purposes of this policy, all classes are used for class rank except for Drivers Education and Teacher Aide.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a

student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for at least two semesters.

### **Grading Scale**

A+	98-100%	C	77-81%
A	93-97%	D+	74-76%
B+	90-92%	D	70-73%
B	85-89%	F	0-69%
C+	82-84%	I	Incomplete

A student with a low grade 65% through 69% may receive a conditional passing grade for the first semester of a two semester course if the teacher thinks it advisable. However, at the end of the second semester the student's grades must average out to a 70 percent. The pupil's record must clearly be marked to indicate a conditional passing grade; otherwise, any grade below 70 percent is failing. There will be no conditional passing grades given at the end of the second semester.

### **Semester Test Policy**

All students in grades 9-12 will be required to take a semester test in each class. **Semester test are 15% of a student's final semester grade.**

### **Honor Roll**

The Honor Roll, which is designed to recognize student achievement, is divided into two categories:

**High Honor Roll:** An accumulative average in percentage graded courses of 93% or above, with no grade lower than 86%, no letter grade lower than a B and no incompletes for the quarter or semester.

**Honor Roll:** An accumulative average in percentage graded courses of 88%-92%, with no grade lower than 82%, no letter grade lower than a C and no incompletes for the quarter or semester.

### **Teacher-Aide Periods**

Sophomores, Juniors, and Seniors may serve as a teacher-aide for one (1) period per day if they have a 85% or above cumulative GPA.

## **SECTION TWO BASIC SCHOOL RULES AND GENERAL PRACTICES**

### **Academic Eligibility**

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 20 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. The period of ineligibility will be from the following Monday to Sunday of the school week when a student has attained ineligible status. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance, or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

### **Accidents**

A report is to be filed with the building principal of all accidents involving teachers and/or students. All accidents, including vehicle accidents, in which teachers are involved while performing services for the school district shall be immediately reported to the Superintendent.

### **Announcements and Bulletins**

Announcements are distributed and read during the beginning of third period in the morning if possible or at another time deemed appropriate by the principal. Announcements may also be sent via email to students when possible. Announcements are also posted on the school website and may also be accessed via Superior Public Schools automated phone system by dialing ext. 187.

### **Annual Health Screening Information**

An annual health screening of students will be completed by the school nurse. This includes a measure of height and weight, oral screening for severe cavities and deformities, observation of and personal instruction on cleanliness. Grades K-6, 8, 10 and new students are given a farsighted vision screening and hearing screening. Kindergarten students will do a color vision test. Other students may be screened when a staff member or parent requests. Parents will be notified if their student does not pass the screening checks. Significant health information will be shared with appropriate staff.

Blood pressure screening is routinely done for grades 3,5,8,10 and 12. The nurse will also take BP readings on students as they request and as time permits. The nurse uses pediatric equipment for the appropriate ages and size of the child. The BP readings are compared to the percentile at risk chart established by the American Academy of Pediatrics. Any reading in the 90th percentile or above will be rechecked twice. If the BP continues in the 90th percentile or above, a note will be sent to the parents.

Scoliosis is a side-to-side curvature of the spine and early diagnosis is essential to allow for simple treatment. Treatment delayed beyond the growth years may limit their physical abilities. Progressive scoliosis will cause serious health complications later on if not treated. Parents will be notified if their child has any symptoms of a possible curvature. A diagnostic evaluation is recommended by the physician of your choice, and may involve a series of exams through the rapid growth years. Grade 5 is screened for scoliosis.

**Health screenings according to the DHHS Rules and Regulations will be followed. If any parent wishes to object to any routine school screening of their student, they need to send a written statement within one week. However parents are advised that they may be required to provide a medical exam report in place of allowing Health screening.**

### **Attendance Policy**

The philosophy of Superior Schools is that student attendance is necessary for the proper education of the youth. Thus, regular attendance strengthens the student's educational growth and well-being. Students cannot contribute to, or gain from, the discussions in class unless they are in attendance.

### **Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

### **Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

### **Exceptions**

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

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

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

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and submit it to the superintendent using the form which is available from the building principal. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

### **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is available from the building principal. The district will follow the procedures outlined on the form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

### **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Excused Absences and Make-Up Privileges**

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

1. Physical or mental illness of the student **or of a child whom the student is parenting** (a physician's verification is required after four (4) consecutive days of absence for illness.)
2. Death or serious illness of the student's family member.
3. Attending a funeral, wedding, or graduation.
4. Observance of religious holidays of the student's own faith.
5. Personal or family vacations.
6. Medical appointments for the student or for a child whom the student is parenting.
7. Participating in an event as a member of a team or group representing Superior **Middle/High School** in an approved activity.
8. Severe Weather.
9. Appearance at court or for other legal matters.
10. College planning visits. (Limit of 3)
11. Absences excused at the discretion of the Building Principal.

In order to ensure an absence is excused, and make-up privileges granted, the student must:

1. Have parent/legal guardian call the office requesting excused absence prior to the day of the absence. (Written requests in advance will be accepted only if parent/guardian has no telephone).
2. In case of student illness, **the office must be notified between 8:00-9:00 A.M. of the morning the student is absent due to illness.**

Students participating as members of a team or group representing Superior Middle/High School in an approved activity will automatically receive an excused absence. Students should contact teachers for make-up work prior to leaving for the activity.

Students who, after being in attendance at school, find he/she must leave school must obtain permission from the principal in order to earn an excused absence and make-up privileges. If, for some reason, it is impossible to notify the office prior to a student's absence, the parents may request a meeting with the principal in order to present reasons why the office was not notified pursuant to this policy. If the reasons are acceptable, make-up privileges will be granted to the student.

Parents who know in advance that a student will be absent must call the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

### **Make-Up Work**

Students with excused absences, as defined above, will have **two (2) days** for each day absent to make up the assignments missed due to the excused absence. For example, a student with two consecutive days of excused absence will have four (4) days to make up work for all classes, starting with the day they return to school.

Upon their return to school, students must contact all teachers to determine what make-up work must be completed.

### **Unexcused Absences**

All other absences are unexcused unless the student was given prior approval by the principal. Students will not be permitted to make-up work missed due to an unexcused absence. For each assignment missed due to an unexcused absence, the student will receive a grade of zero (0) which will be averaged with the other grades for that grading period.

### **Excessive Absenteeism**

A student may miss a total of **five (5) days per quarter**. This number is inclusive of both excused and unexcused absences; however, absences resulting from the participation in school activities do not count towards the limit of five. An absence that would place the student above the limit of five and is due to a funeral may be granted at the discretion of the Administration. Students absent due to a funeral should make arrangements with the Administration prior to the absence if possible.

Parents of students who miss more than five (5) days per quarter will be notified in writing and will be scheduled to meet with the Principal to discuss the attendance problem. **\_A report may be filed with the County Attorney if the parent/guardian refuses to meet with the administration and the attendance problem continues.**

### **Make-Up Time**

Each case of excessive absence will be judged, based on its own merits. Unless extenuating circumstances exist, the student exhibiting excessive absenteeism will be required to make up

time in the office. **This period of time will be 3:38 to 4:08 for a period of five days for each absence in excess of the 10 permitted per semester.** Failure to serve the make-up time may result in an "in-school" suspension. All make up time must be completed outside of the regular school day. Students not completing the necessary make-up time by the designated due date will not receive credit for the semester.

### **Start of School Day and Tardiness**

The school day starts at **8:05 A.M.** and ends at **3:38 P.M. Monday through Thursday and runs from 8:05 A.M. to 2:38 P.M. on Fridays.** 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 be dismissed at the end of the last period of the school day unless other circumstances dictate otherwise (early dismissal, detention, etc.). Unless participating in a school sponsored activity, 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.**

Students who are tardy either at the beginning of the school day, or to any class period during the day must report to the office for a tardy slip. The office will determine whether the tardy is excused or unexcused. Students who report to class later than fifteen (15) minutes after class has started will be counted **absent** for that class. Students reporting to class late will be given a pass that is clearly marked either tardy or absent. Special circumstances may arise where the principal will admit a student or group of students to class late with no tardy or absence assessed.

Being tardy is disruptive to the instructional process and students are expected to be on time for classes. Excessive tardiness may result in not being admitted to class and a zero (0) given for all assignments missed due to the absence. Students who accrue unexcused tardies after accumulating over twenty (20) absences may be reported to the county attorney of the county in which the student resides.

### **Consequences will be assessed for repeated or habitual tardiness.**

- Students will be required to make-up time accrued from unexcused tardies during the day immediately after school on the same day the unexcused tardies were accrued. Students riding the bus will be required to stay the following day to make up the necessary time and should make arrangements to do so with their parent(s)/guardian(s). Students will also be required to turn their phones into the office for any unexcused tardies.
- After a student accrues three (3) tardies, he/she will be assessed fifteen (15) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.
- After a student accrues four (4) tardies, he/she will be assessed thirty (30) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.

- After a student accrues five (5) tardies, he/she will be assessed sixty (60) minutes of make-up time before or after school and be required to turn in their ECD until the make-up time is completed.
- After a student accrues six (6) tardies, he/she will be assessed a one (1) day in-school suspension and be required to turn in their ECD for one (1) week.
- After a student accrues seven (7) tardies or more, a conference with the administrator, the student, and the student's parents will be scheduled. The students will also be required to turn their ECD into the office for one (1) month.

### **Pregnant and Parenting Students**

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

### **Bills**

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Superior Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

### **Book Bags**

Book bags will not be allowed in classrooms or hallways during the school day. Students may use book bags to carry books to and from school, but the book bags should be stored in their locker during the school day. This guideline is in place for the safety of students, teachers and staff.

### **Books and Supplies**

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students may supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. If a family is unable to provide all of the listed supplies due to financial circumstances, please contact the building principal or office for assistance.

### **Breakfast and Lunch Periods – Closed Campus**

Students may not leave the building without permission from the administration. The campus is closed for all students. Students will not leave the school grounds during the lunch period. Students may bring their own breakfast/lunch or use the regular school menu. No pop, candy or commercial foods can be brought to the school or purchased from the vending machines a half hour before and after the scheduled breakfast/lunch periods. **Middle School** and High School students may be assigned seating areas by the lunch supervisors.

### **Breastfeeding and Lactation**

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk with school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

### **Bulletin Boards**

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each day. A written copy of daily announcements will be posted on the bulletin board by the main entrance and also on the bulletin board in the junior high hallway.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

### **Bullying**

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators **will consider** these definitions **when determining** whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Students are prohibited from engaging in any form of bullying. A student who engages in bullying on school grounds, in a vehicle owned, leased, or contracted by a school being used

for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences. Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

### **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

### **Bullying Investigations**

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstances will school district staff be deliberately indifferent to allegations of bullying.

### **Cafeteria Rules**

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed. Students are expected to either eat lunch at school or go to their own homes. Parents must provide a written authorization for their student to eat lunch at home to the student's building principal.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

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

#### **Regulations on Use**

1. Students in grades 6-12 are allowed to use their cell phones or other electronic communication device until the 8:05 A.M. bell rings. Then, they should turn off the device and place it in the teacher's storage pocket or the area assigned by the classroom teacher. Cell phones are not allowed in the restrooms or locker rooms. Teachers may, at their discretion, utilize cell phones in the classroom for educational purposes.
2. All students who are ineligible or who have not attended detentions or after school sessions with teachers should turn their cell phones into the office before 8:05 A.M. The phone

should be turned off and placed in the designated pocket or the area assigned by office personnel. Students who are tardy should turn the device into the office upon arrival.

3. Students in grades 9-12 are allowed to use their cell phones and other electronic communication devices at lunch or during passing time, unless they are ineligible according to the Down List. Students in grades 6-8 are not allowed to use their cell phones or other electronic communication device at lunch at any time. Students in grades 6-8 should take their phones to lunch and leave them face down on the table. If a student would like to make a phone call during lunch, he/she must do so in the office.
4. If a student wishes to make a phone call during the school day, they should do so in the office or in the teacher's presence.
5. Students are prohibited from taking or sending inappropriate messages/texts. If a student is found to have taken or sent an inappropriate message/text with their phone or other device, the device will be confiscated and returned to the student's parent. The student will not be allowed to have their phone at school for a period of two (2) weeks following such a violation.
6. Students are permitted to possess and use phones and electronic devices before school hours and after school hours, provided that the student does not otherwise violate this policy. Administrators have the discretion to prohibit student possession or use of phones and electronic devices on school grounds during these times. In the event the administration determines such further restrictions are appropriate, an announcement will be given regarding the change in permitted use.
7. Phones and electronic devices may be used during class time when specifically approved by the teacher or school administrator. Such use should be limited to that which is in conjunction with appropriate and authorized class or school activities or events (i.e., a student use of a camera during a photography class, student use of a laptop computer for a class presentation).

## **Violations**

1. Prohibited Use of Electronic Devices: Students shall not use electronic devices for:
  - a. activities which disrupt the educational environment;
  - b. illegal activities;
  - 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 the image or voice of another person, without the express permission of the person recorded, while on school grounds, at a school activity, or in a school vehicle, other than the recording of persons participating in school activities open to the public;
  - g. failing to promptly delete any recording or image in violation of this policy;
  - h. "sexting", or while on school grounds or at a school activity having any "sexting" message on their electronic devices regardless of when the message was received; or
  - i. activities that invade the privacy of others.

Any prohibited uses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, up to suspension and expulsion from school.

The following guidelines shall be followed in imposing disciplinary action:

- a. **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences may include a relinquishment of the phone or electronic device to the school administration, a conference between the student and school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class.
- b. **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, a conference between the student and school principal, and enrollment in the STOPiT class. The student will lose casual use (freetime) privileges for one (1) week and is required to attend the next STOPiT class.
- c. **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 school principal, and enrollment in the STOPiT class. The student will lose casual use (freetime) privileges for two (2) weeks and is required to attend the next STOPiT class.
- d. **Fourth 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 school principal, and enrollment in the STOPiT class. The student will be required to attend the next STOPiT class. The future use of all electronic devices at school by the student will be evaluated and determined by the school administration.

Violations 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.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

### **Class Dismissal**

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

### **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- remain in the classroom the first 30 minutes of each class period;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules which students must obey.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173-Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Bob Cook [402-879-3257](tel:402-879-3257) ext. 116.

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student’s report card. Parents will also be notified of their student’s possible failure to meet graduation requirements. Other

pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Computer\Chromebook Network Use by Students**

Students are expected to use computers\Chromebooks and the Internet as an educational resource. The following procedures and guidelines govern the use of computers\Chromebooks and the Internet at school.

#### **I. Student Expectations in the Use of the Internet**

##### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

##### **B. Unacceptable Use**

1. Students shall not use school computers\Chromebooks to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers\Chromebooks, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers\Chromebooks for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers\Chromebooks to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers\Chromebooks for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer\Chromebook files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer\Chromebook code designed to self-replicate, damage, or otherwise hinder the performance of any computer's\Chromebook's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers\Chromebooks, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

## II. Enforcement

### A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer\Chromebook system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### B. Consequences for Violation of this Policy

1. Access to the school's computer\Chromebook system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer\Chromebook privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

### III. **Protection of Students**

#### A. **Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer\Chromebook applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

#### B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

- a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

- 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding

administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first and third quarters. When the teachers and the principal deem them necessary, additional conferences will be scheduled with parents on a case-by-case basis.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Copyright and Fair Use**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Contact Information**

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

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

### **Dances\Prom\Homecoming**

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

### Middle School Dances

Middle School dances (6-8) are restricted to students currently enrolled in the Superior middle school and will be sponsored by middle school teachers and parents. Any organization wishing to sponsor a middle school dance must obtain permission from the principal regarding date and times. **Each dance must be sponsored by at least two faculty members and one additional adult couple.** Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

### High School Dances

All high school dances are restricted to Superior High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. **Each dance must be sponsored by at least two faculty members and one additional adult couple.** Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

### Junior/Senior Prom

Members of the Superior High School junior and senior classes may invite guests to the prom under the following rules:

1. All guests must be cleared through the principal's office. The name of the guest must be submitted to the principal ahead of time.
2. Guests are expected to follow all rules the students must follow. Each student is responsible for his/her guest's conduct.
3. Appropriate attire is expected. **No blue jeans, shorts, or t-shirts will be allowed at the banquet or dance for prom.** Black dress jeans will be acceptable.
4. **Students who are ineligible will not be allowed to attend prom.**

### Homecoming

The selection of Homecoming Queen and Homecoming King candidates shall be made by the entire student body. The male and female students with the highest scores among the candidates will be the Homecoming Royalty Court. The male and female with the highest scores from this vote will be the Homecoming King and Queen.

On the ballot, students will vote on (1) male and (1) female from the senior class that have met the requirements to be on the ballot. The ballots will be based on the following standards:

Number of Students in Senior Class	Number of Candidates
45 or more	12 candidates
35-44	10 candidates
25-34	8 candidates
24 or less	6 candidates

Candidates must be a member of the current senior class and must have a minimum of an 80% grade point average upon completion of his/her junior year. Homecoming activities will be coordinated by the Student Council.

### **Dating Violence**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle, at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Bob Cook at 402-879-3257 ext. 116, [bcook@superiorwildcats.org](mailto:bcook@superiorwildcats.org) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Marty Kobza at 402-879-3257 ext. 127, [mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org), PO Box 288, Superior, NE 68978 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Bob Cook at 402-879-3257 ext.116, [bcook@superiorwildcats.org](mailto:bcook@superiorwildcats.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Dress and Appearance**

The dress of students attending the Superior Public School District is the responsibility of parents. Inappropriate dress by students is dress that interferes with the educational process of the school.

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. By regulation, the administration may establish specific attire that is prohibited.

The following are examples of unacceptable school attire:

1. Tank tops or tops that do not have straps that are at least two (2) inches in width.
2. Clothing that does not properly and adequately cover the student's body. For example, bare midriff clothing, extremely tight shorts, shorts that expose the buttocks, etc.
3. Pants or shorts worn below the waist.
4. Exposed undergarments such as sports bras, underwear, etc.
5. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard.
6. Headwear, such as caps/hats/bandanas in school buildings during the school day.

7. Attire, including tattoos, that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco, profanity, or sexual acts.
8. Bare feet (some type of footwear must be worn)

**The school dress code will be in effect during the school hours and during school activities unless students are given permission by the principal to wear something different. The Principal or Superintendent will have authority to make the final decision regarding the appropriateness of attire and grooming.**

**Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any assignments they miss while correcting the violation. Continual violations of the dress code will result in disciplinary action up to suspension and expulsion.**

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Emergency Contact Information**

Parents must complete an emergency information sheet for each child enrolled in the district. The sheet should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents should promptly inform the school if this contact information changes during the school year.

### **Eye Exams**

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

### **Fighting**

The district has a zero tolerance policy in regards to fighting. Fighting will not be tolerated at school or school activities. Students should do everything they can to avoid physical

confrontations at school. Fights at school disrupt the learning environment and cause problems for students, teachers, and the school as a whole.

Everyone involved in a fight at school, on school grounds, or at any extracurricular activity (home or away) will be considered “guilty” of the zero tolerance fighting policy. The following guidelines will be used at Superior Jr./Sr. High School for those students involved in fights:

**First offense:** Automatic two (2) day out-of-school suspension for all students involved.

**Second offense:** Automatic four (4) day out-of-school suspension for all students involved. Parents and students will be required to meet with the administration before the student is allowed back into classes.

### **Fire Drills and Emergency Exits**

As required by law, fire drills will be held at regular intervals. Fire drills are important and are to be treated seriously. Specific instructions for evacuation of the building for a fire drill will be given on the first day of school. Students will leave the room immediately on when the fire alarm sounds. Conversation should be kept at a minimum and lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow. The same procedure is used in case of a bomb threat.

### **Food and Drink Regulations**

The classroom is meant to be an academic environment. Food, candy, and drink items, other than water, should be used on a limited basis in classrooms under the supervision of the classroom teacher. Food and drink containers cannot be taken to the lockers, unless it is the student’s sack lunch brought from home. The juice, water and milk machines will remain on the entire school day.

Gum chewing is allowed during the school day. **Students should dispose of their gum by wrapping it in a tissue and placing it in a trash can. Students should not stick gum under or onto furniture including desks and tables.**

### **Food Service Program**

The Superior Public Schools participate in USDA’s National School Lunch Program and offer a complete hot lunch program. Prices for lunch meals shall be determined by the Board of Education.

### **Breakfast**

The school will serve breakfast daily from 7:40 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.35 and adults \$2.10 for breakfast.

### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for K-4 is \$2.50. Lunch for 5-12 lunch is \$2.75 for students and \$3.50 for adults.

### **Payment for Meals**

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a family account has no funds available to pay for a meal, the family account will be permitted to charge up to ten meals. Thereafter, if a family account has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

### **Notice of Non-discrimination**

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

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Las agencias estatales o locales de SNAP y FDPIR, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación:**

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, credo religioso, discapacidad, edad, creencias políticas, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o con discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] llamando al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: [http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf). y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

(1) correo: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; o

(3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución es un proveedor que ofrece igualdad de oportunidades.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

### **Head Lice**

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

### **Health Problems**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

### **Homebound Instruction**

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

### **Homeless Children and Youth**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Marty Kobza, who may be contacted at 402-879-3257 ext. 127.

### **Illness or Injury at school**

The school district will contact parents if a student becomes ill at school. Students becoming ill at school must report to the principal's office to obtain a pass and transportation home. **Under no circumstances is a student to simply leave school.**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertusis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records. A summary of the School Immunization Rules and Regulations are included in this handbook.

**Provisional Enrollment.** Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Library**

The library is open from 8:05 A.M. until 3:38 P.M. **Monday thru Thursday and from 8:05 A.M. until 2:38 P.M. on Friday.** Students should become acquainted with the library. The librarian and assistants are prepared to help students utilize the library. Students are expected to keep the library as clean and orderly as possible. **Students with overdue, damaged, or lost books will be charged appropriately for each situation.**

### **Lockers and Other School Property**

Each student is assigned a locker. These lockers are to be used for storing items such as books and supplies. Inappropriate posters and pictures are not to be displayed in or on the lockers.

It is the student’s responsibility to see that their locker is locked and in order at all times. This helps to avoid loss and damage. Students will be fined for damage to lockers and other school property.

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, 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 at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

## **Lost and Found**

All lost and found articles are to be taken to the office of the principal. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

## **Medications**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

**Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, the medication name and dosage, and directions for administering the medication. Only the amount needed at school is to be sent.

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

All medicine must be accompanied by a parent/guardian's written permission. All medication must be taken to the office. If the above procedures are not followed, the administering of medicine will not be done at school.

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

## **Meetings of Clubs/Societies/Organizations**

Meetings will be scheduled during PAWS time on Wednesday of each week if necessary. Any meeting held after school hours must be approved by the principal and posted on the master calendar. All meetings must have a sponsor present.

## **Memorials**

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation will be allowed.

## **Opting Out of Assessments**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-879-3257 ext. 127.

## **Title I Parent and Family Engagement Policy**

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

### **In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and districted 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 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 parents and family involvement, and annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation finds 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 education 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 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 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 parent, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with each other Federal, State, and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as electronic devices or other similar personal items to school unless they have the prior permission of their teacher or a school administrator. The school is not responsible for damage, loss or theft of personal items or equipment.**

### **Physical Education**

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes and bring additional clothes for P.E.

### **Physical Exam**

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

### **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Parents who want pictures of their students may purchase them directly from the photographer.

### **Police Questioning and Apprehension**

Law enforcement officers and any officer of the court are encouraged to contact students of the Superior Public School District after school hours whenever possible. In the event it is necessary for such officers to have a conference with a student for the Superior Public School district, an administrator or his designee shall contact the student's parents or guardians and inform them of the conference. If the parent or guardian of such student cannot be contacted or the parent or guardian is unable to be present during the conference between the law enforcement officer and the student, the conference shall not be held during the school hours or school property unless the officer is in pursuit of a student or has a warrant for a student's arrest. Students at risk, i.e., suspected of child abuse or neglect, deemed such by the administration, may conference with representatives of the Nebraska Department of Health and Human Services and/or law enforcement officers without prior knowledge of the parent or guardians.

### **Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: during the month of August of the current school year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **ACT Exam**

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

### **Public Displays of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching, or any other display of affection that a staff member determines to be inappropriate.

### **Regulations Governing Classes and Organizations**

1. A student whose conduct was not satisfactory as determined by the administration or board, or who had a failing grade in any subject in the previous semester, shall not be elected to any office in any class or organization.
2. Any student elected to any office in any class or organization must maintain satisfactory conduct and passing grades. Any student whose conduct becomes unsatisfactory as determined by the administration or board, or who fails a subject, shall be removed from office. An election shall be called to fill the resulting vacancy.
2. No student shall be allowed to hold the same office for more than one year. The election of officers shall take place on a day determined by the principal of the high school and announced at least one day prior to the election. Eligibility lists will be posted at the time of calling the election.
3. Meetings of any class organization may be held with the consent of the sponsor who shall consult the principal before calling such meeting.
4. All class organization meetings will be governed by the rules of parliamentary procedure. If class organizations foster antagonism or individual members of class organizations fail to render assistance in prohibiting inter-class controversies, all class organizations may be abolished.

### **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference.

The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Secret Organizations**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

### **Searches of Student Lockers and Property**

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. School property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules or state or federal law.

The following rules shall apply to searches of students, searches of a student's personal property, and 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. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been, or are reasonably expected to be, used to disrupt or interfere with the educational process may be removed from student possession.

### **Self Management of Diabetes or Asthma/Anaphylaxis**

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact Megan McMeen at 402-879-3257 ext. 201 or Bob Cook at 402-879-3257 ext. 116.

### **Senior Class Activities**

1. Announcements and Cards - Seniors may purchase class graduation announcements and name cards. Class colors will be selected from the color options presented by the announcement company. From a variety of announcements, all seniors select the one type they would like to have.

2. **Baccalaureate and Commencement** - The final step for seniors is Commencement. Seniors, in their caps and gowns, receive their diplomas at this ceremony. Cap and gown colors will be representative of the school colors red and white. Black or silver may be substituted for white since those colors are present in uniforms used by the school. Seniors will secure a graduation speaker by the end of February or may choose to have a Senior video. The Senior video will be 15 - 20 minutes in length. The administration will approve the speaker or video, and will have the final approval. The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner: 93-94% Cum Laude, 95-97% Magna Cum Laude, and 98-100% Summa Cum Laude. The percentages will be based on the students' cumulative grade point average. Any graduating senior with an ACT score of 30 or higher will have their name placed on a plaque. Students caught smoking/drinking/under the influence of drugs or with tobacco/alcohol/drugs in their possession during graduation practice or at the actual ceremony will not be allowed to participate in the formal ceremony, and will receive their diploma before the formal ceremony has taken place.

**Awards Day** - This event occurs during the final week of school. At this program students receive recognition through the presentation of various honors and awards.

### **Smoking and Tobacco**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

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

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.

If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Standardized Testing**

The Northwest Evaluation Association's Measures of Academic Progress (MAPS) is administered annually in grades 3-11 to determine the students' achievement probability for individual success. Tests are administered in fall and spring, and the results are sent home with the student's report card each semester.

### **Student Assistance**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

## **Student Fee Policy**

The Superior Public Schools District 65-0011 shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

There will be a \$30 service charge on all returned checks.

### **Definitions.**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **Listing of Fees Charged by this District.**

1. **Guidelines for Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.** The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property

caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials requires for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- Industrial Technology Classes \$5 per semester plus \$20 to \$800 depending on student choice of materials for personal projects.
- Art Classes \$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.
- Agriculture Education Classes \$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.

5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$40.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$35. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$50.

6. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Season Pass: \$20 Covers admission to all home extracurricular events. This excludes conference and NSAA activities.
- Student participation fee: \$20 Required of all students who participate in athletics and/or other extracurricular activities. Includes Season Pass.
- FFA: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility. Students must purchase the jacket and other attire.
- Art Club: Annual membership fee of \$10.
- Drill Team/Flag Corps: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Swing Choir: Students must purchase outfits and shoes selected by the sponsor and/or student group.
- Instrumental Music/Band: \$10 uniform cleaning fee. Students must provide their own instruments and marching band shoes.
- Football: Students must provide their own football shoes, undergarments, and mouth guards.
- Golf: Students must provide their own golf shoes, undergarments, and clubs.
- Physical Education: Students are responsible for the cost of off campus activities if not graded.
- Track, Volleyball, Wrestling, and Basketball: Students must provide their own shoes and undergarments.
- Future Business Leaders of America: Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
- Foreign Language Club: Annual membership fee of \$10.

**7. Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in the district's high school. As a general rule, the district will pay all tuition costs for post-secondary courses and cost for achieving industry-based certifications. Students will be responsible for books and other such fees associated with the course. Students who do not successfully meet the requirements to receive credit or certification must reimburse the district for all costs associated with the course or certification.

- 8. Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.
- 9. Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.
- 10. Participation in Before-and-After School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school, or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$100 per month.
- 11. Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$300.
- 12. Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club, or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-12
  - Adults \$2.10
  - Regular Price \$1.35
  - Reduced Price \$0.30
- Lunch Program – **Grades K-5**
  - Adults \$3.50
  - Regular Price \$2.50
  - Reduced Price \$0.40
  - Extra Milk \$0.45
  - Seconds \$0.50 to \$1.50
- Lunch Program – **Grades 6-12**
  - Adults \$3.50

Regular Price	\$2.75
Reduced Price	\$0.40
Extra Milk	\$0.45
Seconds	\$0.50 to \$1.50

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

- Band Students must provide their own instruments and marching band shoes, plus a suggested \$10 uniform cleaning fee.
  
- Swing Choir Students must purchase outfits and shoes selected by the and/or student group.

**14. Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extracurricular activities. The suggested donation to the class fund will be \$5 to \$100.

**Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

**Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment, or attire from parents, guardians, and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

### **Fund-Raising Activities.**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

### **Student Fee Fund**

The school board established a Student Fee Fund. The Student Fee Fund is a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

### **Student Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

### **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

**Directory Information.** FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than **the last Friday in August of the current school year.**

### **Non-Directory Information**

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer;

contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Maintenance and Destruction**

All files or records shall be maintained so as to separate academic and disciplinary matters, and all disciplinary materials shall be removed and destroyed upon the pupil's graduation or after his/her continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to law.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Student Transfer or Withdrawal**

Students withdrawing or transferring to another school must inform the building principal. Grade reports may be withheld pending payment of all school debts and obligations.

### **Student Vehicle Use**

Use of the school parking lot is a privilege extended to students. Under Nebraska law, this privilege may be made subject to reasonable restrictions to prevent inconvenience to other users and to prevent the danger of injury to persons or property. The school may revoke the

parking privilege of any individual at any time for violations of rules governing use of the parking lot. Students who drive cars to school are required to observe the following regulations:

1. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
2. Cars are to be properly parked in designated areas. Student vehicles should be parked in the north parking lot in the areas marked for parking.
3. Students are not to go to the parking area or vehicles during the school day, including over the lunch period unless given permission by the principal.
4. Students driving on permits are reminded that such a permit entitles the student to go directly to and from school by the shortest route.
5. Students participating in activities after school are not to move cars until the activity is completed.
6. Students are not to use cars for errands during school time unless given permission by the principal.
7. Student vehicles parked on school property maybe subject to search when there is reasonable suspicion by school officials that the search will reveal contraband or violations of school rules.

Regulations governing student driving and parking will be in effect during normal school hours and at all school sanctioned or sponsored events outside the normal school day. Vehicles that are improperly parked may be towed away at the direction of the administration, at the expense of the owner or driver.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

### **Telephone Calls**

The school's telephone may be used only with permission of staff. Students who need to use their cell phones to make a phone call need to report to the office to place their call. Students need to have approval from the administration before using their cell phones during school hours.

### **Threat Assessment and Response**

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

#### **1. Definitions**

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

- ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing “transient” threats from serious ones in a systematic, data-informed way.
- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
  - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student’s educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## 2. **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

**THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911**

## 3. **Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent, building principals, guidance counselor, social worker, SPED director, school nurse, and school psychologist. Local law enforcement will be involved as needed. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor the student’s family members are part of the threat assessment team. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment

team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

#### **4. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.

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

#### **5. Communication with the Public about Reported Threats**

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

#### **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All Hazard School Safety Plan.

## **Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

### **Transportation to School**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

### **Bus Regulations**

Students who are passengers in school buses are to abide by the same rules that apply to classroom conduct. The bus drivers have the same authority as teachers while transporting students. If a student misbehaves on the bus, the driver is expected to report the incident to the administration. If misconduct reoccurs, the student will not be allowed to ride the bus.

Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

#### **a) Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.

- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras are placed on buses to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include A note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

d) **Procedures Concerning Regular Bus Routes**

- 1) Requests to be dropped off at a point not on the regular route will not be accommodated unless extenuating circumstances arise and the request is approved by the transportation director or administration.
- 2) Students who are not regular route riders may not ride the bus home with a friend unless written permission is presented to the bus driver ahead of time by the parent of the non-route rider. The written permission should include the non-route rider's name, the date, the signature of the non-rider's parent, and the place approved for drop off.

Non-route riders requests may not be granted if it causes overcrowding of the vans or buses (vans have a 10-rider plus driver maximum occupancy).

**Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle unless other arrangements are granted by the building principal. Students who wish to take private transportation home from a school event must submit a release form to the sponsor which has been signed by that student's parent.

**Video Surveillance and Photographs**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on Superior Public Schools District 65-0011 property. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance the students remain subject to the district's appropriate use and student discipline policies. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

**In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.**

### **Visitors**

All visitors must report to the office. Students wishing to bring a visitor must have approval from the principal at least two (2) days prior to the visit. The following stipulations shall also apply to visitors other than parents/guardians:

1. Visiting students must be enrolled in another school district.
2. Any problems caused by visiting students will result in the hosting Superior High School student not being allowed to have any future guests visit the school.
3. Visitors are not allowed during the last two days of the first and second semester.
4. Visitors are limited to one day, or a portion thereof, of visitation per school year.
5. Each visitor will be given a visitor's pass that must be worn at all times.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. **School closings will be announced via radio on KRFS. Closing information will also be made available via television on NBC Nebraska Channel 4, KOLN/KGIN Channels 10/11, and NTV channel 13. Text messaging and/or email notification is also available. Please contact the school if you are interested in getting signed up for the text messaging and/or email program. An automated calling service will also be utilized for notifications.**

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

### **Work Permits**

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

### **Withdrawal From School**

Students who are moving from the district must notify the school office.

### **Yearbook Photographs**

Pictures used in the Yearbook are done by a professional photographer and cost the journalism department. Pictures in which students are making inappropriate gestures, wearing clothing which does not comply with the school's dress code, or which display any prop will not be published in the yearbook. If a photo has to be retaken because of a student or students actions, those involved will pay for the cost of the retake.

## **SECTION THREE STUDENT DISCIPLINE**

### **General Discipline Philosophy**

**The school has the authority and responsibility to regulate student conduct on school property, in school vehicles, during school related activities away from school and while students are traveling to and from school.** The Board of Education, any school district employee, or any designated agent of the school district has the responsibility and authority to regulate student conduct and impose disciplinary sanctions. Sanctions which may be imposed for violating school regulations shall include, but are not limited to, conferences, detention, restriction from activities, administrative suspension, and/or expulsion. Sanctions shall be reasonable and consistently applied for the violation and the student involved, and imposed with a consideration for the student's rights to an education and due process of law.

Extracurricular activities including athletics, drill team, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who may have to stay after school will be allowed to telephone parents and advise them of the situation. Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day. We realize this could be an inconvenience to parents, however, the after-school time is important and should be reserved for all students who need it. Teachers will utilize such times sparingly and for good reason. We ask your sincere cooperation for full effectiveness.

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

After a student receives a third detention in the school year the student will receive a one (1) day in-school suspension. Parents will be notified by phone or mail of the suspension and the student will be allowed to return to classes after the suspension.

After a student receives a sixth detention, a one (1) day out-of-school suspension **or** a one (1) day parent/guardian supervised suspension. A conference involving the student, teacher, parents, and administrator intended to develop a behavior plan will be required before the student is allowed to return to classes.

**Students who receive multiple detentions in one semester will face escalating consequences up to and including possible suspension or expulsion.**

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Short-Term Suspension**

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the conditions outlined by the principal at the time of the suspension.

### **Weapons and/or Firearms**

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

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

### **Expulsion**

**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.

**Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

**Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

**Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

**Expulsion for Causing Personal Injury or for Possessing a Dangerous Weapon Other than a Firearm**

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year.

**Automatic Review of Expulsions Which Continue During the First Semester of the Following Year**

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning of the school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence, the Hearing Examiner need not provide a hearing in order to complete his or her review.

The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the School Board took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the board.

### **Use of Force**

In the event a student is expelled for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, or the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following year. Such action may be modified or terminated by the school district at any time during the expulsion period.

### **Firearms**

When a student is determined to have knowingly and intentionally possessed, used, or transmitted a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such conduct occurred on school grounds, in a school owned vehicle being used for school purpose, or at a school sponsored activity or athletic event. Nothing in this policy, however, shall prohibit the superintendent of schools or the board of education from modifying such required expulsion on an individual basis. This policy shall not apply to the issuance of firearms to, or possession of firearms by, members of the reserve officer training corp., or to firearms that may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

### **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The following conduct constitutes grounds for short-term suspension, long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;

5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;

- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon; and

- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

- e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

## **Section Four Forms and Signature Pages**

The section contains forms for student and parents to utilize during the school year. The colored pages are forms that must be completed and returned to the school by: **August 21, 2020.**

## Summary of the School Immunization Rules and Regulations

**2020-2021**

Student Age Group	Required Vaccines
<p>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</p>	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine,</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>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.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.</p>
<p>Students entering school (Kindergarten or 1<sup>st</sup> Grade depending on the school district's entering grade)</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV if 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.</p>
<p>Students entering 7<sup>th</sup> Grade</p>	<p>Must be current with the above vaccinations</p> <p>AND receive</p> <p>1 dose of Tdap (must contain Pertussis booster)</p>
<p>Students transferring from outside the state at any grade</p>	<p>Must be immunized appropriately according to the grade entered</p>

## MEMBERS OF BOARD OF EDUCATION

Matt Sullivan, Pres	Superior	402-879-1891	Jason Jensen	Superior	402-879-5760
Peggy Meyer, V.P.	Superior	402-879-4047	Luke Meyers	Superior	402-879-5852
Brad Biltoft, Sec.	Superior	402-879-5841	Matt Bargaen	Superior	402-879-5886

## SCHOOL ADMINISTRATION

Superintendent of Schools	Marty Kobza	601 West 8 <sup>th</sup>	402-879-3257 Ext. 127
Jr/Sr High Principal	Robert Cook	601 West 8 <sup>th</sup>	402-879-3257 Ext. 116
Elementary Principal	Douglas Hoins	601 West 8 <sup>th</sup>	402-879-3257 Ext. 225
School Maintenance	Kent Kottmeyer	601 West 8 <sup>th</sup>	402-879-3257 Ext. 166
Bus Supervisor	Kevin Knoell	601 West 8 <sup>th</sup>	402-879-3257 Ext. 204
Food Service Supervisor	Mary Hamilton	601 West 8 <sup>th</sup>	402-879-3257 Ext. 191

## MIDDLE SCHOOL /SECONDARY FACULTY

Corissa Arickx	Soc. Sci.	Lisa Jameson	Science
Kelsea Blevins	Spanish	Cindy Mellott	Resource
Kristene Boyles	Resource	Dayna Miller	Math
Alison Brittenham	Resource	Kevin Miller	Soc. Sci./A.D./Hlth. Sci.
Tierney Casper	Music 6	Shellie Mueller	English/Am. History
Luke Chadwell	PE/Health 6	Kelly Mumm	English
Christina Ehlers	Math	Jacki Porter	Guidance
Sara Fuller	Business Education	Melody Rempe	Art
Seth Going	Ag. Education	Ryan Renz	Math 6-7
Katrina Hansen	Science 6-8	Melissa Schuster	Eng./S.S./Journal.
Ron Hershberger	Chemistry/Physics	Brent Thomas	Ind. Arts/Ag. Ed.
Paul Heusinkvelt	PE/Health/Weights	Allison White	Instru./Vocal Music
Lauren Isaacson	Eng./SS 6		

## MIDDLE/SECONDARY SUPPORT STAFF

Superintendent's Secretary	Kim Williams
Principal's Secretary	Stacey Shroyer
AD/Office Aide	Donna Miller
Administrative Assistant	Sharon Biltoft
Library Aide	Cindy Thornton
Resource Aide	Crystal Sporing
Resource Aide	Margaret Brittenham
Resource Aide	Bev Czirr
Resource Aide	Angelica Hermosillo
Speech\Language	Mackenzie Trumble
School Nurse	Megan McMeen

**SENIOR CLASS**

Pres..... Tia Hunter  
V. Pres ..... Sierra Blackburn  
Secretary ..... Conner Blackstone  
Treasurer..... Jedd Whitmore  
Stuco Rep..... Kaylee Flaata, A.J. Leibel,  
.....Morgan Theis, Taran Zoltenko

Sponsors ..... Melissa Schuster  
..... Sara Fuller

**JUNIOR CLASS**

Pres..... Luka Benjamin  
V. Pres ..... Cailyn Barry  
Secretary ..... Emma Henderson  
Treasurer..... Sherice Frasier  
Stuco Reps..... Kya Hodges, Shayla Meyer

Sponsors ..... Kelsea Blevins  
..... Shellie Mueller

**SOPHOMORE CLASS**

Pres..... Haley Blackstone  
V. Pres ..... Jacob Meyer  
Secretary ..... Laci Kirchhoff  
Treasurer..... Atlee Kobza  
Stuco Rep..... Neah McMeen, Tanner Theis  
.....Brooklynn Grabast, Derek Kirchhoff

Sponsors ..... Cindy Mellott  
..... Lisa Jameson

**FRESHMAN CLASS**

Pres..... Cayce Barry  
V. Pres ..... Lauren Tietjen  
Secretary ..... Carsyn Koenig  
Treasurer..... Nadia McMeen  
Stuco Reps..... Teegan Duncan, Lilly Edwards  
..... Sophia Fullerton

Sponsors ..... Chrissy Ehlers  
..... Corissa Arickx

**ART CLUB**

Co-Pres..... Kiara Mikkelsen & Raven Page

Sponsor.....Melody Rempe

**FFA**

Pres ..... Kiara Mikkelsen  
Co-V. Pres .....Jedd Whitmore & Taran Zoltenko  
Secretary..... Sherice Frasier  
Treasurer ..... Kaylee Flaata  
Reporter ..... Emma Henderson  
Sentinel ..... Seth Schnakenberg  
Parliamentarian..... Cailyn Barry  
Stuco Rep ..... Tia Hunter & Mikynzie Hansen

Sponsor.....Seth Going/Brent Thomas

**FBLA**

Co-Pres.....Sierra Blackburn & Tia Hunter  
V. Pres ..... Morgan Theis  
Secretary..... Mya Mikkelsen  
Treasurer ..... Laci Kirchhoff  
Reporter ..... Alexa Cox  
Historian..... Sherice Frasier  
Social Media ..... Raven Page

Sponsor..... Sara Fuller

**STUDENT COUNCIL**

Pres. ....Jedd Whitmore  
V. Presidents..... Sierra Blackburn, Kaylee Flaata  
Tia Hunter, Morgan Theis, Taran Zoltenko,  
Emma Henderson, Seth Schnakenberg

Sponsors.....Melissa Schuster  
Melody Rempe

**DRILL TEAM/YELL SQUAD**

Haley Blackstone, Zoie Cornell, Lilly Edwards,  
Brooklynn Grabast, Cailey Hanson, Laci Kirchhoff,  
Nadia McMeen, Neah McMeen, Brianna Stricklin,  
Naveah Wilhelms,

Sponsor.....Steph Corman

**SUPERIOR PUBLIC SCHOOLS  
2020 - 21 SCHOOL CALENDAR**

**August 2020**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September 2020**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October 2020**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November 2020**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December 2020**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**August**

- 3-12 New Student Registration
- 10 Fall Sports Practice Begins for FB, VB and CC
- 10 Staff In-service
- 11 Staff In-service
- 12 Staff In-service
- 13 First Day of School

**September**

- 7 Labor Day – No School
- 9 Early Out In-service
- 24 P-T Conferences 1:30-4:30/5-8 PM
- 25 No School

**October**

- 14 Early Out In-service
- 16 End of 1<sup>st</sup> quarter (45 days)

**November**

- 16 Winter Sports Practice Begins
- 18 Early Out In-service
- 25-27 Thanksgiving Vacation – No School

**December**

- 9 Early Out In-service
- 21 & 22 Semester Exams
- 22 Dismissal @ 1:15
- End of 2<sup>nd</sup> quarter (44 days)
- End of 1<sup>st</sup> Semester (89 days)
- 23-27 NSAA 5 Day No Activities
- 22-31 Christmas Vacation – No School

**January**

- 1 Christmas Vacation – No School
- 4 Staff In-service - Workday
- 5 School Resumes

**February**

- 10 Early Out In-service
- 11 P-T Conferences 1:30-4:30/5-8 PM
- 12 No School

**March**

- 1 Start of Spring Practice
- 10 End of 3<sup>rd</sup> quarter (46 days)
- 10 Early Out In-service
- 11-16 Spring Break – No School

**April**

- 2-5 No School – Easter Break
- 14 Early Out In-service

**May**

- 8 Commencement @ 2:00 P.M.
- 18 & 19 Semester Exams
- 19 Last Day of School
- End of 4<sup>th</sup> quarter (44 days)
- End of 2<sup>nd</sup> Semester (90 days)
- Early Dismissal @ 1:15
- 20 Staff In-service – Workday
- 21 Staff In-service – Workday

**January 2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**March 2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April 2021**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May 2021**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Per. 1	8:05 – 8:52	<b>Monday – Thursday Schedule</b>	<b>Monday – Thursday Lunch</b>
Per. 2	8:55 – 9:42		<b>1<sup>st</sup> Lunch</b> Elem. K-4 11:00 – 11:30
Per. 3	9:45 – 10:32		<b>2<sup>nd</sup> Lunch</b> Class Time 12:21-1:08
Per. 4	10:35 – 11:22		<b>2<sup>nd</sup> Lunch</b> Grades 5-8 11:48-12:18
P.A.W.S.	11:25 – 11:45		<b>3<sup>rd</sup> Lunch</b> Class Time 11:48-12:35
Per. 5	11:48 – 1:08		<b>3<sup>rd</sup> Lunch</b> Grades 9-12 12:38-1:08
Per. 6	1:11 – 1:58		
Per. 7	2:01 – 2:48		
Per. 8	2:51 – 3:38		

<b>Friday Schedule</b>		<b>Friday Lunch</b>		<b>Late Start Schedule</b>	
Per. 1	8:05 – 8:48	<b>1<sup>st</sup> Lunch</b> Elem. K-4	11:00 – 11:30	Per. 1	10:00 – 10:36
Per. 2	8:48 – 9:31	<b>2<sup>nd</sup> Lunch</b> Class Time	12:10-12:53	Per. 2	10:36 – 11:12
Per. 3	9:31 – 10:14	<b>2<sup>nd</sup> Lunch</b> Grades 5-8	11:40-12:10	Per. 3	11:12 – 11:48
Per. 4	10:14 – 10:57	<b>3<sup>rd</sup> Lunch</b> Class Time	11:40-12:23	Per. 5	11:48 – 12:58
Per. 6	10:57 – 11:40	<b>3<sup>rd</sup> Lunch</b> Grades 9-12	12:23-12:53	Per. 4	12:58 – 1:38
Per. 5	11:40 – 12:53	Please note that periods 5 and 6 are flipped on the Friday schedule.		Per. 6	1:38 – 2:18
Per. 7	12:53 – 1:36			Per. 7	2:18 – 2:58
Per. 8	1:36 – 2:19			Per. 8	2:58 – 3:38
P.A.W.S.	2:19 – 2:38			Please note that periods 5 and 4 are flipped on the late start schedule.	

Per. 1	8:05 – 8:41	<b>Early Out Schedule</b>	<b>Early Out Lunch</b>	<b>Late Start Lunch</b>
Per. 2	8:41 – 9:17		<b>1<sup>st</sup> Lunch</b> Elem. K-4 11:00 – 11:30	<b>1<sup>st</sup> Lunch</b> Elem. K-4 11:00 – 11:30
Per. 3	9:17 – 9:53		<b>2<sup>nd</sup> Lunch</b> Class Time 12:10 – 12:45	<b>2<sup>nd</sup> Lunch</b> Class Time 12:18 – 12:58
Per. 4	9:53 – 10:29	Please note that periods 6 and 7 will be before period 5. Class periods 1, 2, 3, 4, and 6 will be 36 minutes long while class periods 7 and 5 will be 35 minutes long. Period 8 will be 30 minutes long.	<b>2<sup>nd</sup> Lunch</b> Grades 5-8 11:40 – 12:10	<b>2<sup>nd</sup> Lunch</b> Grades 5-8 11:48 – 12:18
Per. 6	10:29 – 11:05		<b>3<sup>rd</sup> Lunch</b> Class Time 11:40 – 12:15	<b>3<sup>rd</sup> Lunch</b> Class Time 11:48 – 12:28
Per. 7	11:05 – 11:40		<b>3<sup>rd</sup> Lunch</b> Grades 9-12 12:15 – 12:45	<b>3<sup>rd</sup> Lunch</b> Grades 9-12 12:28 – 12:58
Per. 5	11:40 – 12:45			
Per. 8	12:45 – 1:15			

## STUDENT GUIDELINES HANDBOOK

The **Superior Middle/High School** Student Guidelines Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

**Parents (or guardians) and students are requested to sign  
& return the receipt form below before **August 21, 2020.****

### PARENT/STUDENT AGREEMENT

I have received and read the Student Guidelines Handbook that describes the **Superior Middle/High Schools** discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Superior Public Schools. My child and I have discussed and understand the content of these policies.

### RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Student Cell Phone Number

\_\_\_\_\_  
Parent's Email Address

\_\_\_\_\_  
Parent's Email Address

\_\_\_\_\_  
Parent's Password for Online Access

\_\_\_\_\_  
Parent's Cell Phone Number

**Please check this box if you wish to be notified via text/email/phone by Superior Public Schools automated phone system about school closures, delays or other pertinent school information. Please make sure you have provided your email address, cell phone number and/or your home phone number for notification.**

### EMERGENCY INFORMATION:

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Phone

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

\_\_\_\_\_  
Phone

## **Superior Public Schools District and Personal Technology Usage Agreement**

**Privileges** – The use of the Superior Public Schools computer network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violations of the Technology Usage Agreement will result in consequences which could include loss of computer privileges, detention, STOPiT class, in school and/or out of school suspension.

**Account Information** – Email is not guaranteed to be private. Network storage areas will be treated as school property and may be reviewed by District personnel. Students must notify Superior Public School of any changes in Internet account information.

### **Personal Electronic Device Policy**

In order to maintain a secure and orderly learning environment and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices and procedures to address student misuse of electronic devices.

### **Definitions**

1. “Electronic communication devices” (ECDs) include, but are not limited to, cell phones, iPads, iPods, tablets, 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 contains sexual information.
3. “Cyber bullying” means bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

### **Possession and Use of Electronic Devices**

1. Students 7-12 are allowed to use their electronic communication device until the 8:15 a.m. bell rings. Then they should be **turned off** and placed in the teacher’s storage pocket or the area assigned by the classroom teacher. Electronic communication devices (ECDs) are not allowed in the restroom or locker rooms. Classroom use for educational purposes of ECDs is up to the teacher’s discretion.
2. All students who are ineligible or who have not made up detentions or after school sessions with a teacher should turn their ECD into the office by 8:15 a.m. They should turn their ECD off and then place it in the designated pocket. If you are tardy to school your phone should be turned into the office.
3. Students in grades 9-12 are allowed to use their ECDs at lunch, unless they are ineligible according to the Down List. Students in grades 7-8 are not allowed to use their ECDs at lunch at anytime. Students in grades 7-8 should take their ECDs to lunch and leave them face down on the table. If you would like to make a phone call during lunch you must do so in the office.

### **Responsibility for Electronic Devices**

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.

**Superior Public Schools  
District and Personal Technology Usage Agreement**

I have received and read the Superior Public Schools Technology Usage Agreement that describes Superior Public Schools internet/computer use policies, regulations, rules, and expectations to be followed by students enrolled in Superior Public Schools. My child and I have discussed and understand the content of these policies

I agree to abide to all rules and regulations of system usage as my be further added from time to time by the administrator of the Network/Internet System and the Superior Public Schools system.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As a parent/guardian, I understand I am responsible for the actions of my child.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

# **SUPERIOR PUBLIC SCHOOL DISTRICT**

**Staff Handbook  
2020-2021**

## **INTRODUCTION**

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

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

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

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

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

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

Superior Public School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Marty Kobza, Superintendent, PO Box 288, Superior, NE 68978, [mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org) (402) 879-3257, ext 127.

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 4001 – Nondiscrimination

### **USDA Nondiscrimination Statement**

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

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

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

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

This institution is an equal opportunity provider.

## **DRUG-FREE WORKPLACE REQUIREMENTS**

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

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

### **Accidents and Injuries**

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

### **Activity Accounts and Fundraising**

Activity accounts are handled through the building principal's office. No student or sponsor may make any purchase without prior approval from the building principal. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

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

### **Activity Tickets**

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

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

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

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

### **Announcements and Circulars**

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

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

### **Board Policies, Rules and Directives**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student

Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

### **Child Abuse**

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

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

## **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

- 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

**Services to Students with Disabilities.** Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

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

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

### **Conflict of Interest**

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

### **Contact Information**

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

### **Copyright and Fair Use**

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

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

and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Corporal Punishment**

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

### **Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

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

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

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Marty Kobza at 402-879-3257 x 127, [mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Marty Kobza at 402-879-3257 x 127, [mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org) or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Marty Kobza at 402-879-3257 x 127,

[mkobza@superiorwildcats.org](mailto:mkobza@superiorwildcats.org) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Dress Code**

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

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

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field days). Any violation of school policy and rules may result in disciplinary action.

### **Driving (both school and personal vehicles)**

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

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

### **Drug and Alcohol Testing**

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

### **Electronic Communication While Driving**

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation, and reading or responding to emails, instant messages, or text messages.

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

### **Expenses**

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

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

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

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

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

### **In-School Communication**

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

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

### **Intellectual Property**

All written or artistic works, instructional materials, inventions, procedures,

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

### **Jury and Witness Duty Leave**

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

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

### **Keys and Prox Cards**

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

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

### **Meals Program**

Staff may take advantage of meals offered through the district's food program. Staff may purchase breakfasts for \$2.10 per meal or lunches for \$3.50 per meal. The lunch price includes one carton of milk. Extra cartons cost 45 cents.

USDA is an equal opportunity provider and employer.

### **Military Leaves of Absence**

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

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

### **Milk Expression**

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

### **News and Press Releases**

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

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

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

### **Obligations Related to American Civics Instruction**

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

### **Outside Employment**

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

### **Political Activities**

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

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance

regarding political conduct on school grounds, contact the superintendent and consult the board policies.

### **Pregnant or Parenting Students**

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

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

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

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

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

A violation of board policies for professionalism will form the basis for

employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

### **Professional Growth**

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

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

### **Purchasing**

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

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

### **Records and Reports**

Staff members must refer to and comply with Board Policy 5016 regarding the management and maintenance of student records.

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

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

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

### **School Calendar**

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

### **School Property**

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

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

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

### **School Vehicle Use**

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

### **Security**

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

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

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

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

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such

look-alike or imitation product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

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

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

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

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

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

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

### **Staff Room**

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

### **Student Interviews**

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

### **Telephones**

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

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

### **Threat Assessment and Response**

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

#### **1. Definitions**

a. A threat is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A transient threat is an expression of anger or frustration that can be quickly or easily resolved.

iii. A substantive threat is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A threat assessment is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

#### **2. Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is

substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred. THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

### 3. Threat Assessment Team

The threat assessment team (team) shall consist of superintendent, building principals, guidance counselor, social worker, SPED director, school nurse, and school psychologist. Local law enforcement will be involved as needed. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

### 4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;

- Any other investigatory methods that the team determines to be reasonable and useful.

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

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

## 5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

## 6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

### **Transportation Request Forms**

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

### **Visitors**

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

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

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent

- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

### **Wage and Salary Payments**

Staff members are paid on the 15th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

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

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

### **Weather-Related Closings**

If school is called off because of bad weather or for any other reason, it will be announced on KRFS Radio. In addition, the JMC communications tools will be used to send text and phone messages to staff and students.

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

### **Workplace Searches**

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

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

### **Absences**

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

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

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

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

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday.

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

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified

staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

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

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

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

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

#### **Assemblies**

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

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

#### **Assignment of Teachers**

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

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

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

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

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

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

## **Cheating**

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

## **Check-out Forms**

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

## **Class Record Books**

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

## **Classroom Management and Student Discipline**

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

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

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

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

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

Students may be kept after school for matters relating to discipline or to

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

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

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

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

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

### **Classroom Sanitation**

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

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

#### **2. Infectious Diseases**

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

### **Coaching Supplies**

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

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

### **Collection of Student Money**

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

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Superior Public Schools, unless otherwise instructed.

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

### **Community Involvement**

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

### **Computer Lab**

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

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

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

### **Duties of Certified Staff**

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

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

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

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

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) be registered for 20 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. The period of ineligibility will be from the following Monday to Sunday of the school week when a student has attained ineligible status. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance, or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.

2. Drill Team.
3. Music competition, performances (except Winter and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

### **Extracurricular Activities**

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

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

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

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

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

### **Evacuations**

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

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

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

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

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

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

## 2. **Tornado Drills**

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

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

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

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

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

## **Evaluations**

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both

formal and informal, may be conducted as the district administration deems appropriate.

### **Examinations**

Semester examinations will be given unless deemed appropriate not to give one after consultation with the principal. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

### **Faculty Meetings**

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

### **Field Trip Request Forms**

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

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

### **Grading Policy**

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

**Report cards** - Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. Following the end of each nine weeks grading period report cards will be given to students. **Students must have all fines and bills paid before receiving their report cards or having their online account reactivated.** The report cards are to be taken home.

Pupils entering school for the first time after the school year has started must be in school at least 4 1/2 weeks prior to the date report cards are issued to be entitled to receive a report card.

### **Elementary Grading Scales**

Grading in the Superior Elementary Schools will follow the guidelines below. Quarter and Semester grades will be given. The Homeroom teacher and the Resource teacher will work cooperatively to give special needs students grades that are appropriate for that student's ability and effort. Parents may be contacted concerning their student's performance.

Kindergarten: Each quarter the report card is marked with a different color.

As skills are mastered, a check mark is given. A circle will be made around the appropriate letter and number as each skill is mastered.

Grades 1-2: The letter grades listed below will be used in all subject areas for grades 1-2

H	High Quality	97%-100%
S+	Above Average	90%-96%
S	Satisfactory	80%-89%
S-	Below Average	70%-79%
N	Needs Improvement	0%-69%

Grades 3-5: Percentage grades will be used in core curricular and related subject areas. Letter grades (H, S+, S, S-, N) will be given in Art, Handwriting, Band, Music, and Physical Education.

A+	98% - 100%	C+	82% - 84%	F	0%-69%
A	93% - 97%	C	77% - 81%		
B+	90% - 92%	D+	74% - 76%		
B	85% - 89%	D	70% - 73%		

### **Secondary Level:**

Class Rank and Grade Point Average are computed twice yearly in grades 9-12 at the conclusion of each semester. Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each curriculum class in which he/she was enrolled. For the purposes of this policy, all classes are used for class rank except for Drivers Education and Teacher Aide.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for at least two semesters.

### **Grading Scale**

A+	98-100%	C	77-81%
A	93-97%	D+	74-76%
B+	90-92%	D	70-73%
B	85-89%	F	0-69%
C+	82-84%	I	Incomplete

A student with a low grade 65% through 69% may receive a conditional passing grade for the first semester of a two semester course if the teacher thinks it advisable. However, at the end of the second semester the student's grades must average out to a 70 percent. The pupil's record must clearly be marked to indicate a conditional passing grade; otherwise, any grade below 70 percent is failing. There will be no conditional passing grades given at the end of the second semester.

### **Guest Lecturers**

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

### **Hall Duty**

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

### **Homework Policy**

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

### **Instructional Materials**

Instructional materials are made available through the Education Service Unit. A catalog and order form will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

### **Lesson Plans**

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

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Friday of each week or the last day of the week if it ends earlier.

## **Media Center**

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center before school or during class time with their teacher's permission. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

## **Paraeducators**

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

## **Parent-Teacher Communication**

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

## **Parties**

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.

2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

### **Planning Time**

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

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

### **Private Tutoring**

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

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

### **Pupils' Records**

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
  - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
  - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
  - c) Each classroom teacher is responsible for distribution of class cards on time.

- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

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

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

### **School Day**

All certified staff must be at school or on duty between the hours of 7:50 a.m. and 3:50 p.m., Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:50 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

### **Sponsors**

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

### **Student Activities**

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

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held

responsible for clothing and equipment that is not returned.

### **Student Aides**

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

### **Student Attendance**

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

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

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

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

### **Student Attire**

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

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

### **Student Illness**

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a

pupil home without notifying school officials and checking to see if his/her parents are home.

### **Student Medication**

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

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

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

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

### **Student Searches**

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

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

Certified staff may be required to substitute during their planning period. Coverage time compensation will be paid per the negotiated agreement.

### **Teaching Controversial Issues**

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

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.

- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

### **Textbooks**

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

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

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

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

### **At-Will Employment**

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

### **Bereavement Leave**

Classified employees will be granted up to five days off from work with pay in the event of the death of your spouse, child, or parent; up to three days in the event of the death of your grandparents, grandparents-in-law, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, sisters-in-law, brothers-in-law, or grandchildren. All requests for bereavement leave should be submitted to your immediate supervisor.

### **Holidays**

Employees will receive paid time off on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day if they fall during the employees scheduled work week.

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

## **Hours**

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

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

## **Overtime and Compensatory Time**

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

## **Reporting When School is Closed**

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

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

## **Sick Leave**

Classified employees will receive 8 days of sick leave annually cumulative to a 45 day cap. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Classified employees shall not be paid for accrued unused sick days in the event of termination of employment.

## **Vacation**

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first three months of employment. After the completion of the last day of the third month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the

last day of the sixth month of employment, new employees will receive the remaining days of vacation provided for their job assignment. Nine month employees may accrue up to five days of vacation; Eleven/twelve month employees may accrue up to ten days of vacation. Once vacation days are accrued, they may be carried forward from year to year. If an employee carries forward accrued vacation days, he/she shall receive additional vacation days for the next contract year to bring the total of accrued vacation days to the maximum number of days allowed for his/her particular job assignment. In no event shall the employee receive any additional days beyond the maximum accrual cap listed above. Classified employees shall be paid for any unused vacation days in the event of termination of employment.

**SUPERIOR PUBLIC SCHOOLS**

**Superior Middle and High Schools  
601 W. 8<sup>th</sup> St., PO Box 288  
Superior, NE 68978-0288**

Superior Middle and High Schools . . . . . 402-879-3257, Ext. 1  
Superior Middle and High Schools Fax . . . . . 855-529-4534

**Superior Elementary School  
601 W. 8th St., PO Box 288  
Superior, NE 68978-0288**

Superior Elementary School . . . . . 402-879-3257, Ext. 2  
Superior Elementary School Fax . . . . . 402-879-4054

**Members of Board of Education**

Matt Sullivan, President Superior 402-879-1891	Luke Meyers Superior 402-879-5852	Brad Biltoft, Secretary Superior 402-879-5841
Peggy Meyer, Vice Pres. Superior 402-879-1304	Jason Jensen Hardy 402-879-5760	Matt Bargaen Superior 402-879-5886

**School Administration**

Superintendent Marty Kobza Superior, NE 402-879-9058	Business Manager Kim Williams Superior, NE 402-879-5391	Administrative Assistant Sharon Biltoft Superior, NE 402-879-5889
Secondary Principal Bob Cook Superior, NE 402-879-1552	Secondary Secretary Stacey Shroyer Superior, NE 402-879-5153	Special Services Director Jodi Grabast Superior, NE 402-879-5259

Elementary Principal  
Doug Hoins  
Superior, NE  
402-879-5421

Elementary Secretary  
Rebecca Fullerton  
Superior, NE  
402-879-1194

**Superior Staff 2020-2021**

**Elementary Teaching Staff**

Laura Baird -----402-460-8282 ----- Nelson  
Kindergarten

Kaitlyn Moore -----308-293-0820 -----Superior  
Kindergarten, JH Volleyball

Sonia West-----252-341-7413 -----Superior  
Grade 1

Rachel Renz-----402-450-4694 -----Superior  
Grade 1

Anne-Marie Ohmstede -----402-879-1910 ----- Guide Rock  
Grade 2

Diane Kile -----402-879-5036 -----Superior  
Grade 2

Dana Henry-----402-740-7695-----Oak  
Grade 3, Assistant Volleyball

Taylor Ruzicka-Scheele -----402-317-1848 -----Fairbury  
Grade 3

Tricia Kuhlmann -----402-200-1224 -----Superior  
Grade 4

Krishna Scott-----308-870-5465 -----Superior  
Grade 4, Asst JH Track

Courtney Baker -----402-879-1216 ----- Superior  
Grade 5

Jake Nannen -----402-304-9141-----Superior  
Grade 5, Head Girls Basketball

Tierney Casper -----402-710-1153 -----Superior  
Vocal Music, Instrumental Music, Asst Drama, Asst Sr High Track

Luke Chadwell -----402-274-7601-----Superior  
Physical Education, JH Football, Head Boys Basketball

Jennifer Utecht -----402-879-5549-----Superior  
Reading Specialist

Pam Hollingshead -----402-879-4105 -----Superior

Title 1

Heather Blackstone -----402-879-5301 -----Superior  
Special Education

Lauren Isaacson -----402-879-5137-----Superior  
Special Education

Courtney Utecht -----402-870-2066-----Superior  
Special Education

Jodi Grabast -----402-879-5259 -----Superior  
Speech/Language

**Secondary Teaching Staff**

Corissa Arickx -----907-652-2001 -----Superior  
Social Science, Drama, One Act Plays, Freshman Class Sponsor

Kelsea Blevins -----402-274-7753-----Superior  
Spanish, Head Volleyball, Junior Class Sponsor

Kristene Boyles -----402-879-1018 -----Superior  
Special Education, JH Sponsor

Alison Brittenham -----402-879-1454 -----Superior  
Special Education

Luke Chadwell -----402-274-7601 -----Superior  
Physical Education, JH Football, Head Boys Basketball

Christina Ehlers -----402-469-5771 -----Superior  
Math, Asst Girls Basketball, Freshman Class Sponsor

Sara Fuller -----785-647-5071 -----Burr Oak  
Business, Library, FBLA, Senior Class Sponsor

Seth Going -----402-879-8136 -----Superior  
Agriculture Education, FFA, Head Wrestling

Katrina Hansen -----402-879-1004-----Superior  
Middle School, JH Sponsor

Ron Hershberger -----402-879-4727 -----Superior  
Chemistry/Physics/Phys Science, Cross Country, Asst Sr High Track

Paul Heusinkvelt -----402-525-3895-----Superior  
Physical Education, Head Football, Head Senior High Track

Lauren Isaacson -----402-879-5137 -----Superior  
Middle School

Lisa Jameson -----308-530-1289-----Superior  
Science/Biology/Physiology, Sophomore Class, Secondary Quiz Bowl

Cindy Mellott -----402-879-5369-----Superior  
Special Education, Sophomore Class Sponsor

Dayna Miller -----402-879-3978 -----Superior  
Math

Kevin Miller -----402-879-4797 -----Superior  
World History/Health Science, Athletic Director, S Club, Asst Sr High Track

Michelle Mueller -----402-879-5964 -----Superior  
English, Junior Class Sponsor

Kelly Mumm -----402-768-3340 -----Hebron  
English

Jacki Porter -----402-879-5598 ----- Superior  
Guidance, TeamMates, Community Service Club

Melody Rempe -----402-879-3897 -----Superior  
Art, Art Club, Student Council

Ryan Renz -----402-879-5372-----Superior  
Middle School Math, Asst Football, Head Jr High Track

Melissa Schuster-----785-875-4184 -----Superior  
English/Soc Sci/Journalism, Yearbook, Flashlight, Student Council, Sr Class

Brent Thomas -----308-760-7900 -----Superior  
Agriculture Education, JH Wrestling

Mackenzie Trumble -----402-621-0470 -----Nelson  
Speech/Language

Allison White -----308-293-3783 ----- Superior  
Vocal Music, Instrumental Music, Marching Band

**Support Staff**

Cindy Thornton -----402-879-5669 -----Superior  
Secondary Library Paraprofessional, Acellus Coordinator, Adult Education

Rhonda Freeman -----402-879-1396 -----Superior  
Elementary Library Paraprofessional

Donna Miller -----402-879-5557 -----Superior  
AD Secretary, Concessions, Lunchroom

Cindy Adamson ----- 402-416-1852 ----- Nelson  
Elementary Reading Education Paraprofessional

Casey Barga ----- 402-879-1949 ----- Superior  
Elementary Special Education Paraprofessional

Janice Hatzenbuehler -----402-879-3047 -----Superior  
Elementary Special Education Paraprofessional

Nancy Hass -----402-879-5375 -----Superior  
Elementary Communication Aide

Melissa Jensen-----402-879-1070 -----Superior  
Elementary Special Education Paraprofessional

Jeanie Keifer -----402-879-5657 -----Guide Rock  
Elementary Special Education Paraprofessional

Margaret Brittenham -----402-879-1208 -----Superior  
Secondary Special Education Paraprofessional

Bev Czirr -----402-879-4306 -----Superior  
Secondary Special Education Paraprofessional

Crystal Disney -----402-879-8923 -----Superior  
Secondary Special Education Paraprofessional

Christin Hanson----- 402-879-5255 -----Superior  
Secondary Special Education Paraprofessional

Angelica Hermsillo -----402-879-1874 ----- Superior  
Secondary Special Education Paraprofessional

Megan McMeen -----402-879-5208 ----- Webber  
School Nurse

**21st Century Learning Staff**

Jamie Henderson, Project Director ---402-879-1125 -----Superior

Melva Barkow ----- 402-879-5486 ----- Superior

Angie Ehlers ----- 785-335-3100 ----- Formoso

Kristin Miller ----- 402-879-5178 ----- Hardy

**PALLS Preschool Staff**

Kara Smith -----402-879-1619 -----Superior  
Teacher

Mary Tietjen -----402-879-5573-----Superior  
Teacher

Danyelle Matthews -----402-879-1925 -----Superior  
Paraeducator

Tiffany Mundorf -----402-631-1307 -----Superior  
Paraeducator

**Custodial Staff**

Kent Kottmeyer -----402-879-4475 -----Superior  
VACANT

Gwen Mohler -----402-879-5169 ----- Superior

Austin Nondorf -----402-879-1133 -----Superior

Teresa Richardson -----402-257-7117 -----Guide Rock

**Kitchen Staff**

Mary Hamilton -----402-879-4671 -----Superior

Missy Erickson -----402-879-1109 -----Superior

VACANT -----  
VACANT -----  
Ann Hobson -----402-879-5250 -----Superior

**Transportation Personnel**

Kevin Knoell, Bus Supervisor -----402-879-5661 -----Superior  
David Allgood -----402-879-1881 -----Superior  
Tonya Cool -----402-879-1067 -----Superior  
Sandee Heller -----402-257-2275 -----Guide Rock  
Tammy Imler ----- 402-879-1482 -----Hardy  
Jeff Kimberly -----402-519-0570 -----Superior  
Marlin Rothchild ----- 402-631-3344 -----Mankato  
Roxane Thompson -----402-226-2811 -----Oak  
Katie Young -----402-879-9143 -----Hardy

**Non-Teaching Extra Duty Staff**

Amelia Benjamin (Speech)  
Lisa Butler (JH Volleyball, JH Boys Basketball)  
Ryan Butler (JH Football, Asst Boys Basketball)  
Derek Clark (Asst Football)  
Mindy Clyde (JH Girls Basketball)  
Steph Corman (Drill Team)  
Emily Hayes (Accompanist)  
Carla Hoins (Asst Sr High Track)  
Sarah Kirchhoff (JH Girls Basketball)  
Andy Meyer (Asst JH Track)  
Jessica Shepler (Asst Volleyball)  
Jeremy Tatro (Asst Wrestling)  
Spencer Trapp (JH Boys Basketball)  
Kirk Utecht (Boys Golf)

## **Staff Internet and Computer Use**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

### **I. Staff Expectations in Use of the Internet**

#### **A. Acceptable Use While on Duty or on School Property**

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

#### **B. Unacceptable Use While on Duty or on School Property**

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

## **II. School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

## **III. Enforcement**

### **A. Methods of Enforcement**

The district owns the computer system and monitors email and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for

non-curriculum related pages.

1. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
2. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

**B. Any violation of school policy and rules may result in that staff member facing:**

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

**IV. Off-Duty Personal Use**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

### **ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of Superior Public School District's Staff Handbook which includes:

- 1) the District's drug-free workplace policy statement; staff internet and computer use policy; and
- 2) my authorization for the District to deduct or withhold from my pay amounts necessary to offset any damages I cause to district property or the value of property or money entrusted to me or owed by me to the unified district during the course of my employment.

I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Technical Bulletin

## Farm & Food Contact Sanitizer **LB304**

### Product Description

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This product is designed for use in food processing plants, dairies, restaurants, bars, breweries, wineries and institutions where sanitization is of prime importance.

**Effective against the Human Coronavirus that causes COVID-19.**

This product can be used in federally inspected meat and poultry processing plants. In addition, this product can also be used for sanitization of shell eggs.

Approved for 1-step application in food-contact areas.

General use dilution: 0.25 ounce per gallon of water. Allow to air dry, must remain

### Applications

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Cleared by the FDA in 40 CFR 180.940 for use as a sanitizer on food processing equipment, utensils, and other food contact articles at a concentration of 150-400ppm active quaternary without requiring a potable water rinse.

### Physical Properties

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Form.....Liquid  
Odor.....None  
Color.....Colorless  
pH.....6.0 to 8.0  
Solubility.....Complete  
Specific Gravity.....0.990  
Flammability.....Non-Flammable  
Biodegradability.....Biodegradable  
USDA Rating.....D2 Rated

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# Superior Public Schools

601 W. 8<sup>th</sup> Street, PO Box 288  
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[www.superiorwildcats.org](http://www.superiorwildcats.org)

#NebraskaWildcatNation

TO: Superior School Board  
South Heartland Health District  
Nuckolls County Sherriff's Office  
Superior City Council

FROM: Marty Kobza, Superintendent  
Bob Cook, 7-12 Principal

DATE: July 9, 2020 (UPDATED INFORMATION IN RED)

RE: July 18<sup>th</sup> Graduation Plan

Superior Public Schools will hold their 2019-20 graduation ceremony on Saturday, July 18<sup>th</sup> at 10:00 AM. The ceremony will take place in Superior's high school gym. The capacity of the high school gym is 1,200. Superior's graduation plan, which is detailed below, will have a capacity of 510 people. This number is within the Phase III guidelines of 50% capacity.

## Breakdown of Attendees:

Attending Graduates: 37 (Foreign exchange students will not be in attendance)

Superior Faculty/Staff: 14

- Administration
- Board of Education
- School Counselor
- Yearbook Sponsor
- Video Coordinator
- Music Coordinator
- Faculty Members serving as ushers and general supervision

Local Photographers: 3

Party of Guests: 429 (Up to 11 per graduate)

- "Party of guests" generally includes members of a household who live together and therefore may be seated together
- Each graduate will be allowed to invite up to 11 immediate family members. This would generally include parents/guardians, siblings, and potentially grandparents. Due to the elevated risk for the elderly and for individuals with underlying health conditions, Superior Public Schools ask that families use good judgement in determining which immediate family members are invited.

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- Graduates will submit a list of names via survey to the school by July 10<sup>th</sup>. **As of 7-10-2020 (27 of the 37 graduates have completed this process)**
- Each “Party of Guests” will sit in a pre-determined area of the provided seating and will be socially distanced 6 feet away from other parties/families.
- The sponsor families of the two foreign exchange students will also be included as a party of guests.

**Total Attendees: 483**

### **Superior Graduation Plan:**

- The ceremony will be streamed live on Superior’s Striv Internet channel and be posted on Superior’s Striv website following the ceremony.
- All graduates and faculty/staff will be provided masks if they do not have their own. **Mask will not be required but are recommended.**
- All graduates and faculty/staff **will wash their hands\use hand sanitizer upon entering the building.**
- Ceremony rehearsal will occur on July 16<sup>th</sup> at 7:00 PM. The graduates, superintendent, principal, counselor, class sponsors, and photographers will attend. **Those attending will wash their hands\use hand sanitizer upon entering the building.**
- Guest parties entering the building will ensure proper spacing and limit interaction between other parties/guest.
- Chairs for the graduates will be organized in **4 rows of 10** chairs on the gym floor. Chairs will be social distanced at 6-feet apart.
- The superintendent, high school principal, and board members will be socially distanced on the stage.
- Seating for the **38** “Parties of Guests” will be clearly marked on the bleachers and floor seating and will be socially distanced 6-feet apart.
- We would ask that spontaneous “grouping” be monitored and limited by all attending parties. This “grouping” usually occurs in parking lots, outside restrooms, entrances, hallways, and the cafeteria area.
- We would ask that attendees deliver cards to the graduates’ **homes** before or after the graduation ceremony. **We will not have a designated area for cards.**
- Graduates will meet in the junior high gym at 9:30 AM on July 18<sup>th</sup>. Graduates are asked to come dressed in their cap and gowns and are reminded to social distance themselves from others during this time.
- We are hopeful that we will be able to take a class picture the night of rehearsal. Graduates are asked to wear their caps and gowns the night of rehearsal. Individual pictures will also be taken at this time. All pictures will be taken by a local photographer.
- Graduates will enter the gym floor through the west doors of the gym in a single line and will be appropriately spaced.

- **Movement to the stage for presentation of diplomas**
  - Students will move one row at a time to the stage area. Spots on the gym floor and stage area will be marked for graduates waiting in line and receiving their diploma.
  - When graduates are announced, they will move across the stage to receive their diploma.
  - Signed diplomas will be awarded to the students individually as they cross the stage by the board president. The board president will have latex gloves on during the diploma presentation.
  - A picture of each graduate with their diploma will be taken by a local photographer when the graduates stop to shift their tassel at the south end of the stage.
- **At the completion of the ceremony:**
  - Graduates will exit the high school gym through the west doors into the junior high gym. The graduates will pick up their belongings and exit the building. The graduates should not congregate in the junior high gym.
  - Parties of guest will exit the building through the main entrance. **The guest in the north bleachers should exit first, followed by the guest in the floor seating, and lastly the guest in the south bleachers.** Social distancing should be maintained while exiting the building.
  - Gatherings and pictures taken with parents/family on school grounds will not be allowed following the ceremony.
- **Sanitation:**
  - Seating, doors, restrooms, common area/cafeteria, etc. will be sanitized using the CDC recommended cleaning/sanitizing practices before and after the graduation ceremony.
  - Microphone and podium will be wiped down following each speaker.
  - Hand sanitizer will be available throughout the ceremony in multiple locations.
- Fellowship, social gatherings, or other functions before or after the ceremony on the school premises will not be permitted as such gatherings could expose those present to the virus.
- Superior Public Schools discourages large graduation parties to help in the prevention of the spreading of the virus.

**Statement of Personal Responsibility:**

Superior Public Schools is excited to honor the Class of 2020! While this day will be memorable for the graduates, we do ask that everyone involved use good judgment regarding attendance. We encourage those that are sick or at risk to stay home. This includes:

- The elderly
- People with underlying health conditions
- Family members who live with elderly people or those who are at risk
- People who have access to those at risk in nursing institutions
- People who have upper respiratory or flu-like symptoms
- People with COVID-19 or live with someone with COVID-19
- People who have been exposed to someone with COVID-19

Superior Public Schools will continue to monitor the current Directed Health Measures and remain in contact with local officials and health authorities. If guidelines change or additional guidance is received by NDE, this plan is subject to change.