

Board of Education Regular Meeting
Monday, July 10, 2023 7:30 PM
MS Math Room #120, Superior High School,
Superior, NE
PO Box 288
Superior, NE 68978

1. Routine Business
 - 1.1. Call Meeting to Order
 - 1.2. Pledge of Allegiance
 - 1.3. Roll Call
 - 1.4. Excuse Absent Board Member(s)
2. Regular Meeting Agenda
 - 2.1. Public Participation
 - 2.2. Presentations - Staff/Students
Food Service - Dusty Stevens
 - 2.3. Student Ambassador Report
 - 2.4. Consent Agenda
 - 2.4.1. Approval of Previous Minutes
 - 2.4.2. Approval of Treasurer's Report
 - 2.4.3. Approval of School Activity Fund Report
 - 2.4.4. Approval of Revenue Budget Report
 - 2.4.5. Approval of Expense Budget Report
 - 2.5. Approval of Previous Months Claims
 - 2.6. Construction invoices/expenses
 - 2.7. Local Substitute Certificates

- 2.8. Executive Session
- 2.9. Reconvene to regular session
- 2.10. Certified Resignation
- 2.11. Elementary Handbook
- 2.12. Staff Handbook
- 2.13. Approval of Season Pass Fees and Policy #5045 Revision
- 3. Correspondence
Board Quicks
- 4. Discussion Items
 - 4.1. Principals' Reports
 - 4.2. Superintendent's Report
 - 4.3. Report from Board Committees
- 5. Items for Next Board Meeting
- 6. Adjournment

NUCKOLLS COUNTY SCHOOL DISTRICT 65-0011
SUPERIOR PUBLIC SCHOOLS
SUPERIOR, NEBRASKA
June 12, 2023

Posted Locations:

- The Superior Express
- Superior Public Schools
- <https://www.superiorwildcats.org/>

Posted Dates: 06/02/2023 Superior Public Schools and <https://www.superiorwildcats.org/>
06/08/2023 The Superior Express

1. Call Hearing to Order

Meeting called to order at 7:20 p.m. by Matt Sullivan.

2. Purpose of the special hearing is for hearing support, position, criticism, suggestions or observations of patrons relating to Policy 5018 Parent and Guardian Involvement in Education Practices and relating to Policy 5057 District Title I Parent and Family Engagement Policy

3. Review of Policy 5018 Parental and Guardian Involvement in Education Practices

No changes to policy but need to be reviewed annually. If a patron asks about parents' bill of rights, refer them to this policy.

4. Review of Policy 5057 District Title I Parent and Family Engagement Policy

Needs to be reviewed annually.

5. Board of Education Questions and/or directives

No board questions or comments.

6. Public questions or comments

No public comment or questions.

7. Adjournment of Special Public Hearing

President Sullivan adjourned the meeting at 7:22 p.m. by Matt Sullivan.

NUCKOLLS COUNTY SCHOOL DISTRICT 65-0011
SUPERIOR PUBLIC SCHOOLS
SUPERIOR, NEBRASKA
June 12, 2023

Matt Bargaen: Present, Brad Biltoft: Present, Peggy Meyer: Present, Luke Meyers: Present, Matt Sullivan: Present, Krista Tatro: Present. Present: 6.

Posted Locations:

- The Superior Express
- Superior Public Schools
- <https://www.superiorwildcats.org/>

Posted Dates: 06/02/2023 Superior Public Schools and <https://www.superiorwildcats.org/>
06/08/2023 The Superior Express

1. Routine Business

1.1. Call Meeting to Order

Meeting was called to order at 7:31 p.m. by Matt Sullivan

1.2. Pledge of Allegiance

1.3. Roll Call

1.4. Excuse Absent Board Member(s)

2. Regular Meeting Agenda

2.1. Public Participation

2.2. Presentations - Staff/Students

McKenzie Trumble teacher of the quarter.

Matt Sullivan presented Teacher of the Quarter to Mackenzie Trumble who was nominated by Jodi Fierstein.

2.3. Student Ambassador Report

2.4. 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, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye, Krista Tatro: Aye
Aye: 6, Nay: 0

2.4.1. Approval of Previous Minutes

2.4.2. Approval of Treasurer's Report

2.4.3. Approval of School Activity Fund Report

2.4.4. Approval of Revenue Budget Report

2.4.5. Approval of Expense Budget Report

2.5. Approval of Previous Months Claims

Motion to approve General Fund claims for May 2023 in the amount of \$683,305.84 carried with a motion by Peggy Meyer and a second by Matt Bargaen.

Brad Biltoft: Abstain (With Conflict), Matt Bargaen: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye, Krista Tatro: Aye
Aye: 5, Nay: 0, Abstain (With Conflict): 1

2.6. Construction invoices/expenses

Motion to approve all of the bills as presented for the addition/renovation project in the amount of \$14,895.54 carried with a motion by Luke Meyers and a second by Brad Biltoft.

Krista Tatro: Abstain (With Conflict), Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye
Aye: 5, Nay: 0, Abstain (With Conflict): 1

2.7. Revise District Calendar

Motion to change February 15, 2024 parent teacher conference and February 16, 2024 comp day to February 8, 2024 and February 9, 2024 carried with a motion by Matt Sullivan and a second by Peggy Meyer.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye, Krista Tatro: Aye
Aye: 6, Nay: 0

Jodi explained reason why changing date was due to girls district basketball schedule.

2.8. Addendum to Superintendent's Contract

Motion to approve addendum to Superintendent's contract for salary payments as presented carried with a motion by Peggy Meyer and a second by Luke Meyers.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye, Krista Tatro: Aye
Aye: 6, Nay: 0

2.9. Return to Learn/ESSER review

Motion to approve 2023-2024 return to learn protocols carried with a motion by Peggy Meyer and a second by Krista Tatro.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye, Krista Tatro: Aye
Aye: 6, Nay: 0

Mr. Kobza explained that while receiving ESSER funds, the protocol needs reviewed.

2.10. Review Policy #5054, Student Bullying

Motion to approve Policy #5054, Student Bullying, as presented carried with a motion by Luke Meyers and a second by Peggy Meyer.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye, Krista Tatro: Aye
Aye: 6, Nay: 0

Mr. Kobza advised the policy will need to be reviewed annually.

2.11. Review Policy #4043, Professional Boundaries between Employees and Students

Motion to approve Policy #4043, Professional Boundaries between Employees and Students, as presented carried with a motion by Peggy Meyer and a second by Krista Tatro.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye, Krista Tatro: Aye
Aye: 6, Nay: 0

Mr. Kobza advised the policy needs reviewed annually.

2.12. Authorization of Signature of checks

Motion to authorize Superintendent John Whetzal to sign checks beginning July 1, 2023, on the Bond Fund, School Nutrition Fund, Building Fund, Depreciation Fund, Qualified Capital Purpose Fund, Student Activity and LEA Accounts. In the absence of John Whetzal, Kim Williams shall be authorized to sign checks on the listed accounts carried with a motion by Luke Meyers and a second by Matt Bargaen.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye, Krista Tatro: Aye
Aye: 6, Nay: 0

2.13. Title I Authorized Rep/Cooperative

Motion to authorize John Whetzal, Superintendent, to serve as the board's authorized representative for all matters relating to Title I beginning July 1, 2023 carried with a motion by Peggy Meyer and a second by Krista Tatro.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye, Krista Tatro: Aye
Aye: 6, Nay: 0

2.14. Course Offering Handbook

Motion to approve math requirement to include all juniors must take a math class. Students taking 8th grade Algebra will need to take 3 years of math in high school carried with a motion by Krista Tatro and a second by Luke Meyers.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye, Krista Tatro: Aye
Aye: 6, Nay: 0

Mr. Kobza explained the requirements for high school students taking math classes.

2.15. Policy Changes

Motion to adopt new, revise and delete policies as presented carried with a motion by Peggy Meyer and a second by Luke Meyers.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye, Krista Tatro: Aye
Aye: 6, Nay: 0

Board reviewed policies. Mr. Kobza gave a summary on the policies.

3. Correspondence Board Quicks

3.1. Social Media Report

Mr. Kobza discussed the social media report.

4. Discussion Items

Board thanked Mr. Kobza for his time and service to the district.

4.1. Principals' Reports

4.2. Superintendent's Report - BCBS Quarterly Report

New Finance

New Budget authority 6.5 million. Up 400,000

State aid with new formula 895,000 down from 1,006,000

Decisions about Property taxes and how much you want to raise. Equalized district like Superior will not see property tax relief until year 3 of this plan. Will be quite the opposite.

Mr. Kobza provided detailed BCBS quarterly report of board members participating in the program. Mr. Kobza provided finance changes and property taxes due to legislative updates.

4.3. Report from Board Committees

The safety, building and grounds committees met.

5. Items for Next Board Meeting

Local substitute certificates; elementary, secondary, activities, staff, and bridge handbooks; student fee policy hearing.

6. Executive Session

7. Reconvene to regular session

8. Adjournment

Meeting adjourned at 8:29 p.m. by Matt Sullivan.

Superior Public Schools

June 2023 Cash Summary Report

Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
01	General Fund	\$1,600,079.40	\$929,674.57	(\$682,072.52)	\$1,847,681.45
02	Depreciation Fund	\$533,810.09	\$219.37	\$0.00	\$534,029.46
03	Employee Benefit Fund	\$6,534.51	\$0.81	\$0.00	\$6,535.32
05	Activity Fund	\$173,875.38	\$11,504.05	(\$22,743.61)	\$162,635.82
06	School Nutrition Fund	\$23,547.87	\$13,471.17	(\$30,711.05)	\$6,307.99
07	Bond Fund	\$523,857.72	\$66,424.54	(\$43,431.25)	\$546,851.01
08	Special Building Fund	\$1,484,195.78	\$56,212.37	(\$188,795.31)	\$1,351,612.84
09	QCPUF Fund	\$84,430.19	\$18,362.81	(\$6,678.75)	\$96,114.25
Sub Total		\$4,430,330.94	\$1,095,869.69	(\$974,432.49)	\$4,551,768.14

DEPRECIATION FUND**F&M Bank**

Beg Balance 05/31/2023	\$533,810.09
Receipts	\$219.37 interest
Disbursements	
Ending Balance 06/30/2023	\$534,029.46

QUALIFIED CAPITAL PURPOSE FUND**Home Federal**

Beg Balance 05/31/2023	\$84,430.19
Receipts	\$18,291.88 County proceeds \$70.93 interest
Disbursements	\$6,678.75 BOKF - interest, agent fee
Ending Balance 06/30/2023	\$96,114.25

BOND FUND**Horizon Bank**

Beg Balance 05/31/2023	\$523,857.72
Receipts	\$65,255.32 County Proceeds \$1,169.22 interest
Disbursements	\$43,431.25 BOKF - interest, agent fee
Ending Balance 06/30/2023	\$546,851.01

SPECIAL BUILDING FUND**Home Federal**

Beg Balance 05/31/2023	\$1,484,195.78
Receipts	\$54,884.85 County Proceeds \$1,327.52 interest
Disbursements	\$12,360.00 Heartland Roofing - addition payment #1 \$4,777.50 Farmers & Merchants - lease purchase interest \$7,205.21 Clark & Enersen - payments 4, 6 & 7 \$164,452.60 Farris Construction - PR #2
Ending Balance 06/30/2023	\$1,351,612.84

General Fund
June 2023

Bills

Original List	\$	189,475.81
Voided Expenditure Checks	\$	-
Receipts Posted to Expenditure Account: (SCNUSD BCBS, ESU-cancellation)	\$	(1,233.32)
Total	\$	188,242.49

Additions

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

Total Bills \$ 188,242.49

Payroll & Benefits

Original Total	\$	493,830.03
Additions/Corrections	\$	-
Total	\$	493,830.03

Total Payroll & Benefits \$ 493,830.03

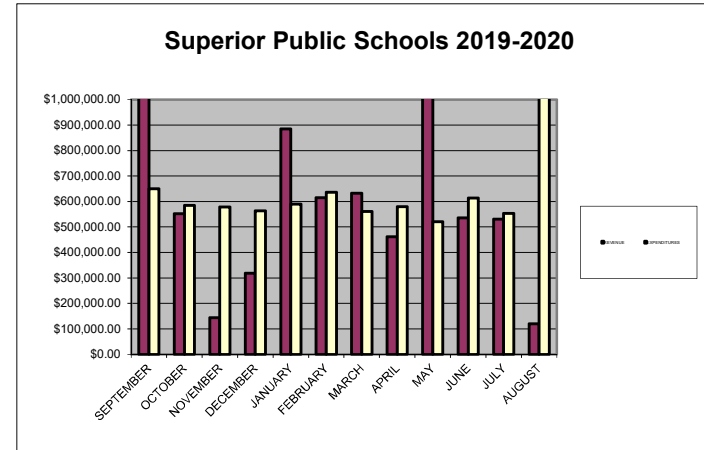
June Expenditure Adjusted Grand Total \$ 682,072.52

GENERAL FUND RECAP - June 2023

Beginning Balance 05-31-2023	\$	1,600,079.40
Receipts	\$	929,674.57
Expenditures	\$	682,072.52
Ending Balance 06-30-2023	\$	1,847,681.45

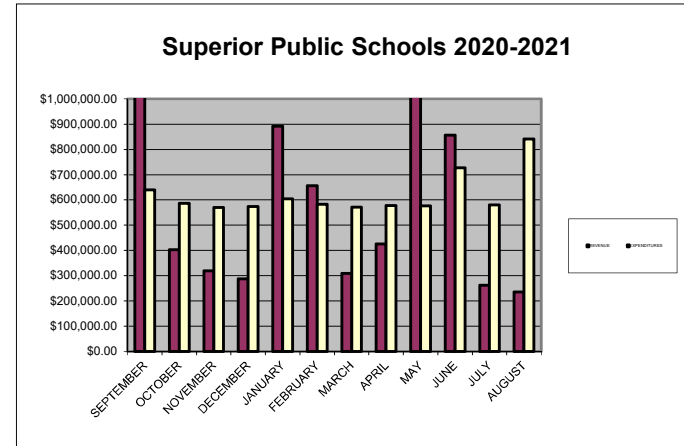
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2019-2020 FISCAL YEAR**

	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	\$2,761,685.04	\$529,969.38	\$552,830.43	\$2,738,823.99
AUGUST	\$2,738,823.99	\$119,254.29	\$1,107,848.56	\$1,750,229.72



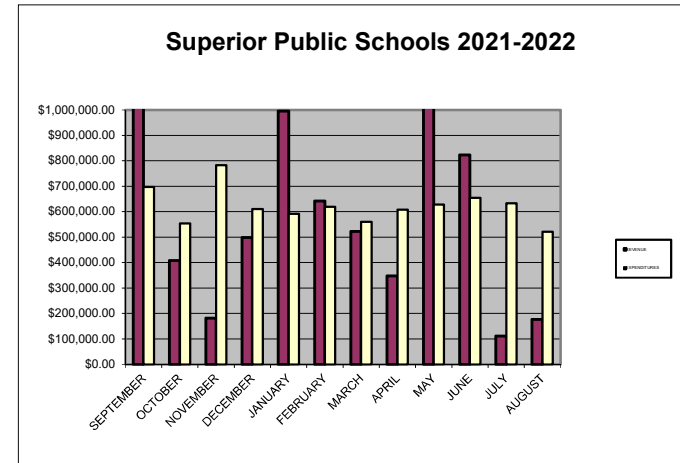
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2020-2021 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$1,750,229.72	\$1,270,816.74	\$640,026.23	\$2,381,020.23
OCTOBER	\$2,381,020.23	\$402,654.95	\$586,564.61	\$2,197,110.57
NOVEMBER	\$2,197,110.57	\$318,877.70	\$570,306.88	\$1,945,681.39
DECEMBER	\$1,945,681.39	\$288,275.08	\$574,210.33	\$1,659,746.14
JANUARY	\$1,659,746.14	\$891,465.75	\$605,021.17	\$1,946,190.72
FEBRUARY	\$1,946,190.72	\$656,809.29	\$582,762.55	\$2,020,237.46
MARCH	\$2,020,237.46	\$309,509.02	\$571,916.06	\$1,757,830.42
APRIL	\$1,757,830.42	\$425,963.71	\$577,657.26	\$1,606,136.87
MAY	\$1,606,136.87	\$1,207,261.61	\$576,493.44	\$2,236,905.04
JUNE	\$2,236,905.04	\$856,149.48	\$727,280.15	\$2,365,774.37
JULY	\$2,365,774.37	\$261,985.24	\$580,055.64	\$2,047,703.97
AUGUST	\$2,047,703.97	\$236,181.91	\$841,394.51	\$1,442,491.37



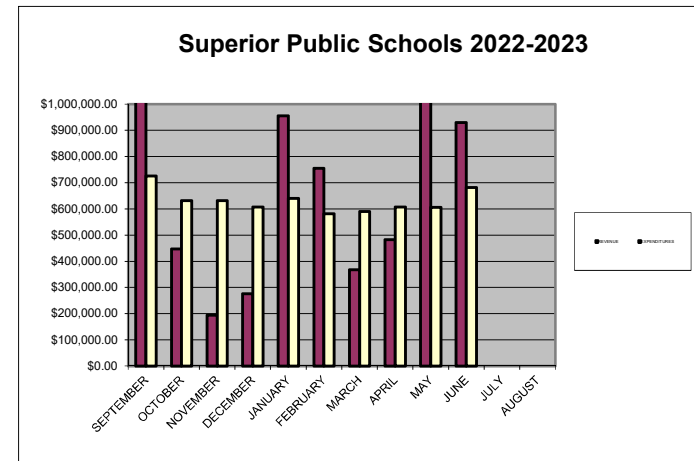
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2021-2022 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$1,442,491.37	\$1,192,592.22	\$697,447.45	\$1,937,636.14
OCTOBER	\$1,937,636.14	\$407,760.19	\$554,015.29	\$1,791,381.04
NOVEMBER	\$1,791,381.04	\$181,757.45	\$783,156.37	\$1,189,982.12
DECEMBER	\$1,189,982.12	\$498,733.66	\$610,650.15	\$1,078,065.63
JANUARY	\$1,078,065.63	\$994,756.13	\$591,110.10	\$1,481,711.66
FEBRUARY	\$1,481,711.66	\$642,442.97	\$618,591.36	\$1,505,563.27
MARCH	\$1,505,563.27	\$522,516.39	\$559,480.92	\$1,468,598.74
APRIL	\$1,468,598.74	\$347,307.72	\$608,160.41	\$1,207,746.05
MAY	\$1,207,746.05	\$1,454,501.61	\$627,812.21	\$2,034,435.45
JUNE	\$2,034,435.45	\$823,280.65	\$654,845.57	\$2,202,870.53
JULY	\$2,202,870.53	\$111,119.93	\$633,528.93	\$1,680,461.53
AUGUST	\$1,680,461.53	\$176,329.90	\$520,605.33	\$1,336,186.10



**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2022-2023 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$1,336,186.10	\$1,094,427.33	\$726,305.18	\$1,704,308.25
OCTOBER	\$1,704,308.25	\$447,124.34	\$632,040.93	\$1,519,391.66
NOVEMBER	\$1,519,391.66	\$194,010.88	\$631,837.48	\$1,081,565.06
DECEMBER	\$1,081,565.06	\$276,080.92	\$607,629.18	\$750,016.80
JANUARY	\$750,016.80	\$955,678.74	\$640,268.86	\$1,065,426.68
FEBRUARY	\$1,065,426.68	\$755,383.16	\$581,093.45	\$1,239,716.39
MARCH	\$1,239,716.39	\$368,231.17	\$589,495.84	\$1,018,451.72
APRIL	\$1,018,451.72	\$482,600.35	\$607,445.04	\$893,607.03
MAY	\$893,607.03	\$1,312,000.73	\$605,528.36	\$1,600,079.40
JUNE	\$1,600,079.40	\$929,674.57	\$682,072.52	\$1,847,681.45
JULY				
AUGUST				



Current Cash Balance

Sorted by Site ID, Reporting ID, Activity ID.
From 06/01/2023 to 06/30/2023.

Site ID	Site Name	Rep ID	Reporting ID Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Activity ID	Activity Name							
SPS	Superior Public Schools							
100	Athletics			6,398.04	0.00	2,727.29	0.00	3,670.75
105	Bowling			886.16	0.00	0.00	0.00	886.16
110	Boys' Basketball			810.54	525.00	1,350.00	0.00	-14.46
115	Cross Country			150.92	0.00	0.00	0.00	150.92
120	Girls' Basketball			4,810.76	0.00	1,355.00	0.00	3,455.76
125	Boys' Golf			106.40	0.00	0.00	0.00	106.40
130	Football			2,064.05	2,928.00	2,909.73	0.00	2,082.32
135	JH Football			8.50	0.00	0.00	0.00	8.50
140	JH Volleyball			460.11	0.00	0.00	0.00	460.11
145	JH Girls Basketball			31.72	0.00	0.00	0.00	31.72
150	Girls' Golf			802.61	0.00	0.00	0.00	802.61
170	Volleyball			4,026.92	0.00	366.00	0.00	3,660.92
180	Wrestling			2,173.62	1,542.00	2,845.50	0.00	870.12
190	Track			5,258.00	0.00	1,936.81	0.00	3,321.19
300	Archery			483.13	0.00	0.00	0.00	483.13
305	Art Club			166.18	0.00	0.00	0.00	166.18
320	Community Service Club			3,406.09	0.00	75.49	0.00	3,330.60
325	Drama			1,641.05	0.00	0.00	0.00	1,641.05
335	FBLA			6,159.65	0.00	95.16	0.00	6,064.49
345	FFA			18,729.34	665.18	2,108.21	0.00	17,286.31
350	Foreign Language			1,185.64	0.00	0.00	0.00	1,185.64
355	S Club			63.63	0.00	0.00	0.00	63.63
360	Speech			185.54	0.00	0.00	0.00	185.54
365	Student Council			7,009.21	0.00	291.09	0.00	6,718.12
370	Drill Team			5,046.59	0.00	0.00	0.00	5,046.59
500	Elementary K-5			8,912.26	145.00	328.08	0.00	8,729.18
501	Elementary PBIS			535.36	0.00	81.93	0.00	453.43
503	Kids' Club			419.79	0.00	0.00	0.00	419.79
505	Middle School			593.12	0.00	0.00	0.00	593.12
510	Secondary			982.85	0.00	85.00	0.00	897.85
511	Secondary PBIS			1,449.84	0.00	72.33	0.00	1,377.51
519	Class of 2019			0.00	0.00	0.00	0.00	0.00
520	Class of 2020			0.00	0.00	0.00	0.00	0.00
521	Class of 2021			0.00	0.00	0.00	0.00	0.00
522	Class of 2022			10.00	0.00	0.00	0.00	10.00
523	Class of 2023			2,782.31	0.00	2,265.95	0.00	516.36
524	Class of 2024			4,580.91	0.00	0.00	0.00	4,580.91
525	Class of 2025			6,818.54	0.00	0.00	0.00	6,818.54
526	Class of 2026			2,744.41	0.00	0.00	0.00	2,744.41
610	Ag Ed			328.91	0.00	240.68	0.00	88.23
615	Ag Trip			4,725.81	770.00	0.00	0.00	5,495.81
620	Art Fund			2,709.29	0.00	0.00	0.00	2,709.29
630	Music			12,711.99	44.80	292.31	0.00	12,464.48

Current Cash Balance

Sorted by Site ID, Reporting ID, Activity ID.
From 06/01/2023 to 06/30/2023.

Site ID	Site Name					
Rep ID	Reporting ID Name					
Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
640	Flashlight	10,444.60	0.00	204.45	0.00	10,240.15
650	Greenhouse	0.00	0.00	0.00	0.00	0.00
660	Industrial Arts	3,913.74	0.00	53.48	0.00	3,860.26
670	Student Purchases	18.00	0.00	0.00	0.00	18.00
690	Yearbook	3,218.45	0.00	0.00	0.00	3,218.45
800	Backpack Program	16,509.29	0.00	0.00	0.00	16,509.29
805	EPOCH	449.10	0.00	0.00	0.00	449.10
810	Flower Fund	172.45	0.00	67.00	0.00	105.45
820	Alumni Board	361.49	0.00	0.00	0.00	361.49
830	Library Fund	1,181.55	0.00	0.00	0.00	1,181.55
840	Cats Cafe	192.31	0.00	0.00	0.00	192.31
845	Striv	1,553.80	4,220.00	2,871.85	0.00	2,901.95
850	Weight Room	0.00	0.00	0.00	0.00	0.00
860	Teachers' Workroom	1,038.76	0.00	0.00	0.00	1,038.76
861	Elementary Workroom	223.35	58.00	0.00	0.00	281.35
870	Therapy Dog	516.45	0.00	0.00	0.00	516.45
880	Wildcat Food	5,039.95	0.00	105.81	0.00	4,934.14
890	Wellness Grant	274.86	0.00	0.00	0.00	274.86
990	Interest	6,397.44	606.07	14.46	0.00	6,989.05
Totals:		<u>173,875.38</u>	<u>11,504.05</u>	<u>22,743.61</u>	<u>0.00</u>	<u>162,635.82</u>
SPS Totals:		<u>173,875.38</u>	<u>11,504.05</u>	<u>22,743.61</u>	<u>0.00</u>	<u>162,635.82</u>
Report Totals:		<u><u>173,875.38</u></u>	<u><u>11,504.05</u></u>	<u><u>22,743.61</u></u>	<u><u>0.00</u></u>	<u><u>162,635.82</u></u>

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2023 to 06/30/2023.

Activity ID Site ID	Activity Name Site Name	Vendor Name	Approved by	Amount
Check # Status	Issue Date Status Date	PO Number	1099? Invoice Number Description	
<hr/>				
100	Athletics			
<hr/>				
SPS	Superior Public Schools			
035224 Cleared	06/12/2023 06/30/2023	Awards Unlimited, Inc. No	78827 Sharon Bilstoft Medals track 061223	137.91
035225 Cleared	06/12/2023 06/30/2023	Nebraska Coaches Association No	061223NCA Sharon Bilstoft Ehlers and Petersen dues	165.00
035226 Cleared	06/12/2023 06/30/2023	Nebraska School Activities Association No	061223NSAA Sharon Bilstoft NSAA school membership	1,500.00
035230 Cleared	06/13/2023 06/30/2023	Kenny's Lumber & Farm Supply Inc No	2305-055404 Kim Williams Conference Golf-marking paint	65.94
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank No	05192023Track Kim Williams Meals at State Track	549.24
035239 Printed	06/19/2023 06/19/2023	Nebraska School Activities Association No	061523NSAA Sharon Bilstoft Golf score cards 061523	32.00
035245 Printed	06/27/2023 06/27/2023	Jostens Inc No	N003154599 Sharon Bilstoft Chenille letters 062323	277.20
Total for SPS - Superior Public Schools:				2,727.29
Total for 100 - Athletics:				2,727.29

<hr/>				
110	Boys' Basketball			
<hr/>				
SPS	Superior Public Schools			
035214 Cleared	06/05/2023 06/30/2023	GICC Basketball No	060123GICC Sharon Bilstoft Camp entry fee boys bball	250.00
035240 Cleared	06/19/2023 06/30/2023	Skilled Hoops No	061523SH Sharon Bilstoft Skilled Hoops Camp 061523	850.00
035241 Cleared	06/21/2023 06/30/2023	Duke Summer Basketball No	062123DS Sharon Bilstoft Boys bball camp fees York 062123	250.00
Total for SPS - Superior Public Schools:				1,350.00
Total for 110 - Boys' Basketball:				1,350.00

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2023 to 06/30/2023.

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/>					
120	Girls' Basketball				
<hr/>					
SPS	Superior Public Schools				
035219 Cleared	06/06/2023 06/30/2023	Hastings College Women's Basketball	No 060623HC	Sharon Bilstoft Camp Hastings College Girls Bball	230.00
035220 Printed	06/06/2023 06/06/2023	Concordia Girls' Basketball Camp	No 060623CO	Sharon Bilstoft Girls bball camp Concordia	275.00
035240 Cleared	06/19/2023 06/30/2023	Skilled Hoops	No 061523SH	Sharon Bilstoft Skilled Hoops Camp 061523	850.00
Total for SPS - Superior Public Schools:					1,355.00
Total for 120 - Girls' Basketball:					1,355.00
<hr/>					
130	Football				
<hr/>					
SPS	Superior Public Schools				
035217 Void	06/06/2023 06/07/2023	Matt Franzen	No 060623MF	Sharon Bilstoft Hastings football camp	2,240.00
035217 Void	06/06/2023 06/07/2023	Matt Franzen	No 060623MF	Sharon Bilstoft Hastings football camp	-2,240.00
035221 Cleared	06/07/2023 06/30/2023	Hastings College Athletic Department	No 060623HC	Sharon Bilstoft Football camp entry fees	2,240.00
035223 Cleared	06/12/2023 06/30/2023	ACCO Brands USA LLC	No 4726748710	Sharon Bilstoft Aluminum cork board, laminating pouches	88.82
035229 Cleared	06/13/2023 06/30/2023	Ideal Market	No May/June 23 1493	Kim Williams Golf tournament, Lineman camp supplies	248.09
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank	No 05052023FB	Kim Williams Dollar General/Caseys-senior gifts	246.42
035248 Printed	06/29/2023 06/29/2023	Victorian Inn LLC	No 25737	Sharon Bilstoft Hotel room Chadron coaches 062023	86.40
Total for SPS - Superior Public Schools:					2,909.73
Total for 130 - Football:					2,909.73

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2023 to 06/30/2023.

Activity ID Site ID	Activity Name Site Name	Check # Status	Issue Date Status Date	Vendor Name PO Number	1099? Invoice Number	Approved by Description	Amount
<hr/> 170 Volleyball <hr/>							
SPS Superior Public Schools							
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank		No	042623 VB	Kim Williams UNL VB-team tickets	206.00
035242 Printed	06/21/2023 06/21/2023	Minden High School Volleyball		No	062123MH	Sharon Biltoft Vball camp fees Minden 062123	160.00
Total for SPS - Superior Public Schools:							366.00
Total for 170 - Volleyball:							366.00
<hr/> 180 Wrestling <hr/>							
SPS Superior Public Schools							
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank		No	C-52Q3678Q	Kim Williams John Smith WR camp registration	2,845.50
<hr/> 190 Track <hr/>							
SPS Superior Public Schools							
035238 Cleared	06/14/2023 06/30/2023	The Graphic Edge		No	1665040	Sharon Biltoft Team sweatshirts 061323	1,936.81
<hr/> 320 Community Service Club <hr/>							
SPS Superior Public Schools							
035231 Cleared	06/13/2023 06/30/2023	Linpepco-Hastings		No	May 23 69494	Kim Williams machine drinks	75.49
<hr/> 335 FBLA <hr/>							
SPS Superior Public Schools							
035229 Cleared	06/13/2023 06/30/2023	Ideal Market		No	May 23 658	Kim Williams Staff appreciation supplies	10.99
035229 Cleared	06/13/2023 06/30/2023	Ideal Market		No	May 2023 658	Kim Williams Staff appreciation supplies	46.66
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank		No	18941557	Kim Williams MPix-JH track pictures	37.51
Total for SPS - Superior Public Schools:							95.16
Total for 335 - FBLA:							95.16

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2023 to 06/30/2023.

Activity ID Site ID	Activity Name Site Name	Vendor Name	1099?	Invoice Number	Approved by Description	Amount
<hr/>						
345	FFA					
<hr/>						
SPS	Superior Public Schools					
035218 Cleared	06/06/2023 06/30/2023	Servi-Tech Inc	No	H600724	Sharon Biltoft Row crop test, lab services	316.15
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank	No	824123	Kim Williams Henry Doorly - Zoo admission	239.60
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank	No	1548201	Kim Williams Henry Doorly-backstage passes	585.00
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank	No	10	Kim Williams Los Primos-Career Day meals	170.00
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank	No	052223FFA	Kim Williams meals, recreation, fuel-officer retreat	797.46
Total for SPS - Superior Public Schools:						2,108.21
Total for 345 - FFA:						2,108.21

<hr/>						
365	Student Council					
<hr/>						
SPS	Superior Public Schools					
035229 Cleared	06/13/2023 06/30/2023	Ideal Market	No	May 23 1474	Kim Williams meeting, annual picnic supplies	109.16
035237 Cleared	06/13/2023 06/30/2023	U.S. Bank	No	2102276	Kim Williams Caseys-Movie Incentive Day pizza	141.93
035244 Printed	06/22/2023 06/22/2023	Melissa Schuster	No	062123MS	Sharon Biltoft Gift cards for BTS Potluck 062123	40.00
Total for SPS - Superior Public Schools:						291.09
Total for 365 - Student Council:						291.09

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2023 to 06/30/2023.

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/> 500 Elementary K-5 <hr/>						
SPS Superior Public Schools						
035229 Cleared	06/13/2023 06/30/2023	Ideal Market	No	May 23 1227	Kim Williams Classroom of the Quarter supplies	5.50
035232 Cleared	06/13/2023 06/30/2023	Sam's Club/Synchrony Bank	No	218961963	Kim Williams PK refrigerator	229.98
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank	No	061350	Kim Williams Menards-Fierstein supplies	35.94
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank	No	312000785952	Kim Williams Walmart-Fierstein supplies	56.66
Total for SPS - Superior Public Schools:						328.08
Total for 500 - Elementary K-5:						328.08
<hr/> 501 Elementary PBiS <hr/>						
SPS Superior Public Schools						
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank	No	6297	Kim Williams Caseys - PBiS pizza party	81.93
<hr/> 510 Secondary <hr/>						
SPS Superior Public Schools						
035222 Cleared	06/08/2023 06/30/2023	Computer Hardware	No	G21282 & G21283	Sharon Biltoft Chromebook repair 060823	85.00
<hr/> 511 Secondary PBiS <hr/>						
SPS Superior Public Schools						
035229 Cleared	06/13/2023 06/30/2023	Ideal Market	No	May 23 1226	Kim Williams PBiS incentives	72.33
<hr/> 523 Class of 2023 <hr/>						
SPS Superior Public Schools						
035245 Printed	06/27/2023 06/27/2023	Jostens Inc	No	30486463;30611 860;30630262;3 0661382;312099 76	Sharon Biltoft Caps, gowns, stoles, tassels 062123	2,265.95

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2023 to 06/30/2023.

Activity ID Site ID	Activity Name Site Name	Vendor Name	Approved by	Amount
Check # Status	Issue Date Status Date	PO Number	1099? Invoice Number Description	
<hr/> 610 Ag Ed <hr/>				
SPS Superior Public Schools				
035228 Cleared	06/13/2023 06/30/2023	Bomgaars Supply No	95195695 Kim Williams mulch	99.75
035233 Cleared	06/13/2023 06/30/2023	Superior Ace Hardware No	227601/1 Kim Williams Landscaping supplies	50.00
035233 Cleared	06/13/2023 06/30/2023	Superior Ace Hardware No	227625/1 Kim Williams Landscaping supplies	20.00
035233 Cleared	06/13/2023 06/30/2023	Superior Ace Hardware No	227635/1 Kim Williams Landscaping supplies	70.93
Total for SPS - Superior Public Schools:				240.68
Total for 610 - Ag Ed:				240.68
<hr/> 630 Music <hr/>				
SPS Superior Public Schools				
035216 Cleared	06/05/2023 06/30/2023	Yandas Music & Pro Audio No	650637, 650497, 650471 Sharon Biltoft Instrument repairs	202.00
035227 Cleared	06/13/2023 06/30/2023	Amazon Capital Services No	1HTX-HKXY-VJT4 Kim Williams stick replacements, parts	61.32
035246 Printed	06/27/2023 06/27/2023	JW Pepper & Son, Inc. No	365402861 Kim Williams Replacements for lost parts 062623	28.99
Total for SPS - Superior Public Schools:				292.31
Total for 630 - Music:				292.31
<hr/> 640 Flashlight <hr/>				
SPS Superior Public Schools				
035234 Cleared	06/13/2023 06/30/2023	Superior Publishing Co., Inc No	05252023 Kim Williams Flashlight printing	140.00
035235 Cleared	06/13/2023 06/30/2023	U.S. Bank No	19703 Kim Williams Award Emblem-Honors pins	64.45
Total for SPS - Superior Public Schools:				204.45
Total for 640 - Flashlight:				204.45

Check Detail

Sorted by Activity ID, Site ID.
From 06/01/2023 to 06/30/2023.

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/> 660 Industrial Arts <hr/>						
SPS	Superior Public Schools					
035228 Cleared	06/13/2023 06/30/2023	Bomgaars Supply	No	95195742	Kim Williams welding rods	53.48
<hr/> 810 Flower Fund <hr/>						
SPS	Superior Public Schools					
035247 Printed	06/29/2023 06/29/2023	Main Street Floral	No	98619	Sharon Biltoft Floral arrangement Shroyer 062823	67.00
<hr/> 845 Striv <hr/>						
SPS	Superior Public Schools					
035243 Cleared	06/21/2023 06/30/2023	Striv Audio Visual	No	2988	Sharon Biltoft Camera & controller 062123	2,871.85
<hr/> 880 Wildcat Food <hr/>						
SPS	Superior Public Schools					
035215 Cleared	06/05/2023 06/30/2023	Lunch Fund	No	060523LF	Sharon Biltoft Silverware, plates, gloves, trays	105.81
<hr/> 990 Interest <hr/>						
SPS	Superior Public Schools					
035227 Cleared	06/13/2023 06/30/2023	Amazon Capital Services	No	1XVH-Q31K- 4CWR	Kim Williams quarter wrappers	14.46
Grand Total :						22,743.61

Superior Public Schools

June 2023 Revenue Budget Summary Report

Account Code	Description	June 2023 Receipts	2022-2023 Budget	Actual (YTD)	Available (YTD)	% of Budget
01-1-01100-000-000	Local Property Taxes	(\$555,743.49)	(\$4,388,900.00)	(\$4,047,633.12)	(\$341,266.88)	92.22
01-1-01115-000-000	Carline Tax	\$0.00	(\$4,300.00)	(\$3,117.80)	(\$1,182.20)	72.50
01-1-01120-000-000	Pub Power 5% Gross	\$0.00	(\$7,000.00)	(\$7,328.88)	\$328.88	104.69
01-1-01125-000-000	Motor Vehicle Taxes	(\$19,850.99)	(\$225,000.00)	(\$217,950.03)	(\$7,049.97)	96.86
01-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$557.52)	\$0.00	(\$9,243.37)	\$9,243.37	0.00
01-1-01311-000-000	Tuition - Indiv Reg Ed	\$0.00	\$0.00	(\$2,000.00)	\$2,000.00	0.00
01-1-01331-000-000	Tuition Otr Dist Reg Ed	\$0.00	(\$50,000.00)	(\$49,000.00)	(\$1,000.00)	98.00
01-1-01510-000-000	Interest	(\$3,440.59)	(\$15,000.00)	(\$16,960.68)	\$1,960.68	113.07
01-1-01911-000-000	Local License Fees	\$0.00	(\$1,500.00)	(\$900.00)	(\$600.00)	60.00
01-1-01920-000-000	Donations	\$0.00	\$0.00	(\$2,000.00)	\$2,000.00	0.00
01-1-01921-000-000	City Police Court Fines	(\$75.00)	\$0.00	(\$550.00)	\$550.00	0.00
01-1-01925-000-000	United Way PLEC grant	\$0.00	\$0.00	(\$1,641.66)	\$1,641.66	0.00
01-1-01955-000-000	Postsecondary Receipts	(\$3,600.00)	\$0.00	(\$4,440.00)	\$4,440.00	0.00
01-1-01990-000-000	Other Local Receipts	(\$25.00)	(\$15,000.00)	(\$13,604.90)	(\$1,395.10)	90.69
01-1-02110-000-000	Co Fines & License Fees	(\$1,761.70)	(\$17,000.00)	(\$15,588.12)	(\$1,411.88)	91.69
01-1-02210-000-000	ESU Receipts	\$0.00	(\$2,500.00)	(\$120.00)	(\$2,380.00)	4.80
01-1-03110-000-000	State Aid	(\$100,334.00)	(\$1,127,531.00)	(\$1,003,376.00)	(\$124,155.00)	88.98
01-1-03120-000-000	Sped - School Age	(\$66,144.00)	(\$400,000.00)	(\$418,689.00)	\$18,689.00	104.67
01-1-03125-000-000	Sped Transport - SA	\$0.00	(\$32,000.00)	(\$19,549.00)	(\$12,451.00)	61.09
01-1-03130-000-000	Homestead Exemption	(\$9,658.27)	\$0.00	(\$38,633.08)	\$38,633.08	0.00
01-1-03131-000-000	Property Tax Credit	\$0.00	\$0.00	(\$327,422.54)	\$327,422.54	0.00
01-1-03133-000-000	Nameplate Capacity	\$0.00	(\$2,000.00)	\$0.00	(\$2,000.00)	0.00
01-1-03180-000-000	Pro-Rate Motor Vehicle	\$0.00	(\$9,000.00)	(\$8,412.76)	(\$587.24)	93.47
01-1-03400-000-000	State Apportionment	\$0.00	(\$50,000.00)	(\$77,236.17)	\$27,236.17	154.47
01-1-03535-000-000	High Ability Learners	\$0.00	(\$4,946.00)	(\$4,880.00)	(\$66.00)	98.66
01-1-04105-000-000	eRate Funding	\$0.00	\$0.00	(\$5,777.56)	\$5,777.56	0.00
01-1-04310-000-000	REAP	(\$2,888.46)	\$0.00	(\$19,141.56)	\$19,141.56	0.00
01-1-04505-000-000	Title I	\$0.00	(\$80,000.00)	(\$50,264.00)	(\$29,736.00)	62.83
01-1-04509-000-000	Title II A	\$0.00	(\$20,000.00)	(\$26,438.00)	\$6,438.00	132.19
01-1-04516-000-000	IDEA Presc (619) Base, E/P	(\$4,079.00)	(\$4,000.00)	(\$4,079.00)	\$79.00	101.97
01-1-04518-000-000	IDEA Part B (611) Base, E/P	(\$44,343.00)	(\$96,000.00)	(\$56,847.00)	(\$39,153.00)	59.21
01-1-04525-000-000	Fed Voc (Carl Perkins)	\$0.00	(\$9,000.00)	(\$79.91)	(\$8,920.09)	0.88
01-1-04527-000-000	Title III ELL Consortium	\$0.00	\$0.00	(\$120.00)	\$120.00	0.00
01-1-04530-000-000	Oth Fed (ECF)	\$0.00	\$0.00	(\$42,610.82)	\$42,610.82	0.00
01-1-04531-000-000	Title IV, Part B, 21st Century	(\$23,760.00)	(\$10,000.00)	(\$51,473.00)	\$41,473.00	514.73
01-1-04708-000-000	MIPS	(\$5,264.55)	(\$15,000.00)	(\$22,950.61)	\$7,950.61	153.00
01-1-04709-000-000	MAAPS	\$0.00	(\$10,000.00)	(\$13,710.01)	\$3,710.01	137.10
01-1-04997-000-000	ESSER II	\$0.00	(\$165,000.00)	(\$7,747.00)	(\$157,253.00)	4.69
01-1-04998-000-000	ESSER III	(\$88,049.00)	(\$558,500.00)	(\$220,967.00)	(\$337,533.00)	39.56

01-1-05300-000-000	Sale Of Property	(\$100.00)	(\$100.00)	(\$100.00)	\$0.00	100.00
01-1-05301-000-000	Insurance Adjustments	\$0.00	\$0.00	(\$2,312.84)	\$2,312.84	0.00
Subtotal 01 - General Fund		(\$929,674.57)	(\$7,319,277.00)	(\$6,814,895.42)	(\$504,381.58)	93.11
02-1-01510-000-000	Interest	(\$219.37)	\$0.00	(\$1,771.25)	\$1,771.25	0.00
Subtotal 02 - Depreciation Fund		(\$219.37)	\$0.00	(\$1,771.25)	\$1,771.25	0.00
03-1-01510-000-000	Interest On Account	(\$0.81)	\$0.00	(\$11.26)	\$11.26	0.00
03-1-05200-000-000	General Fund Transfers	\$0.00	(\$50,000.00)	\$0.00	(\$50,000.00)	0.00
Subtotal 03 - Employee Benefit Fund		(\$0.81)	(\$50,000.00)	(\$11.26)	(\$49,988.74)	0.02
06-1-01510-000-000	Interest On Account	(\$2.23)	(\$25.00)	(\$34.38)	\$9.38	137.52
06-1-01611-000-000	Student Lunch	\$0.00	(\$135,000.00)	(\$57,540.64)	(\$77,459.36)	42.62
06-1-01612-000-000	Student Breakfast	\$0.00	(\$9,175.00)	\$0.00	(\$9,175.00)	0.00
06-1-01620-000-000	Extra Items (A La Carte)	(\$105.81)	(\$44,500.00)	(\$7,153.55)	(\$37,346.45)	16.07
06-1-01630-000-000	Special Function Sales	\$0.00	\$0.00	(\$117.78)	\$117.78	0.00
06-1-01990-000-000	Other Local (Misc)	(\$71.03)	(\$1,300.00)	(\$665.06)	(\$634.94)	51.15
06-1-03150-000-000	State Lunch Reimb	(\$1,051.61)	(\$1,500.00)	(\$1,988.62)	\$488.62	132.57
06-1-04210-000-000	Federal Reimbursement	(\$12,240.49)	(\$160,000.00)	(\$182,751.92)	\$22,751.92	114.21
06-1-05200-000-000	General Fund Transfer	\$0.00	(\$10,000.00)	\$0.00	(\$10,000.00)	0.00
Subtotal 06 - School Nutrition Fund		(\$13,471.17)	(\$361,500.00)	(\$250,251.95)	(\$111,248.05)	69.23
07-1-01100-000-000	Property Tax	(\$64,077.91)	(\$532,000.00)	(\$474,085.02)	(\$57,914.98)	89.11
07-1-01115-000-000	Carline Tax	\$0.00	(\$300.00)	(\$362.46)	\$62.46	120.82
07-1-01120-000-000	Pub Power 5% Gross	\$0.00	\$0.00	(\$845.04)	\$845.04	0.00
07-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$63.78)	(\$900.00)	(\$1,107.61)	\$207.61	123.06
07-1-01510-000-000	Interest	(\$1,169.22)	(\$1,000.00)	(\$6,868.14)	\$5,868.14	686.81
07-1-03130-000-000	Homestead Exemption	(\$1,113.63)	\$0.00	(\$4,454.52)	\$4,454.52	0.00
07-1-03131-000-000	Prop Tax Credit	\$0.00	\$0.00	(\$37,752.60)	\$37,752.60	0.00
07-1-03180-000-000	Pro Rate MV	\$0.00	(\$800.00)	(\$977.78)	\$177.78	122.22
Subtotal 07 - Bond Fund		(\$66,424.54)	(\$535,000.00)	(\$526,453.17)	(\$8,546.83)	98.40
08-1-01100-000-000	Property Tax	(\$53,895.85)	(\$450,000.00)	(\$446,959.31)	(\$3,040.69)	99.32
08-1-01115-000-000	Carline Tax	\$0.00	(\$500.00)	(\$323.99)	(\$176.01)	64.79
08-1-01120-000-000	Pub Power 5% Gross	\$0.00	\$0.00	(\$710.78)	\$710.78	0.00
08-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$52.30)	\$0.00	(\$1,170.52)	\$1,170.52	0.00
08-1-01510-000-000	Interest	(\$1,327.52)	(\$2,500.00)	(\$18,474.82)	\$15,974.82	738.99
08-1-03130-000-000	Homestead Exempt	(\$936.70)	\$0.00	(\$3,746.80)	\$3,746.80	0.00
08-1-03131-000-000	Prop Tax Credit	\$0.00	\$0.00	(\$31,754.24)	\$31,754.24	0.00
08-1-03180-000-000	Pro Rate MV	\$0.00	(\$1,000.00)	(\$872.37)	(\$127.63)	87.23
Subtotal 08 - Special Building Fund		(\$56,212.37)	(\$454,000.00)	(\$504,012.83)	\$50,012.83	111.02

09-1-01100-000-000	Property Tax	(\$17,963.31)	(\$149,500.00)	(\$86,376.57)	(\$63,123.43)	57.77
09-1-01115-000-000	Carline Tax	\$0.00	\$0.00	(\$83.21)	\$83.21	0.00
09-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$16.35)	\$0.00	(\$23.78)	\$23.78	0.00
09-1-01510-000-000	Interest	(\$70.93)	(\$500.00)	(\$343.64)	(\$156.36)	68.72
09-1-03130-000-000	Homestead	(\$312.22)	\$0.00	(\$1,248.88)	\$1,248.88	0.00
09-1-03131-000-000	Prop Tax Credit	\$0.00	\$0.00	(\$10,584.60)	\$10,584.60	0.00
09-1-03180-000-000	Pro Rate MV	\$0.00	\$0.00	(\$226.00)	\$226.00	0.00
09-1-09003-000-000	Interfund Loan from Building Fund	\$0.00	\$0.00	(\$51,768.75)	\$51,768.75	0.00
Subtotal 09 - QCPUF Fund		(\$18,362.81)	(\$150,000.00)	(\$150,655.43)	\$655.43	100.44
Grand Total		(\$1,084,365.64)	(\$8,869,777.00)	(\$8,248,051.31)	(\$621,725.69)	92.99

Superior Public Schools

June 2023 Expense Budget Report

FUND	FUNCTION	June 2023 Expenditures	2022-2023 Budget	Actuals (YTD)	Available	% of Budget Spent
01 - General Fund	01100 - Regular Instruction	\$259,544.23	\$3,343,000.00	\$2,280,048.44	\$1,062,951.56	68.20
01 - General Fund	01125 - Academic Intervention (Flex-Spending)	\$694.67	\$5,300.00	\$7,031.71	(\$1,731.71)	132.67
01 - General Fund	01150 - Limited English Proficiency	\$454.79	\$5,700.00	\$4,554.93	\$1,145.07	79.91
01 - General Fund	01160 - Poverty Programs	\$20,323.09	\$220,000.00	\$203,364.77	\$16,635.23	92.44
01 - General Fund	01200 - Special Education - School Age	\$124,143.45	\$1,031,000.00	\$762,028.69	\$268,971.31	73.91
01 - General Fund	01291 - Special Education - Ages 3-5	\$13,542.14	\$179,000.00	\$137,511.16	\$41,488.84	76.82
01 - General Fund	01292 - Special Education - Ages 0-2	\$4,950.73	\$40,000.00	\$28,992.97	\$11,007.03	72.48
01 - General Fund	01300 - Summer School	\$0.00	\$26,000.00	\$0.00	\$26,000.00	0.00
01 - General Fund	02110 - Attendance/Social Work Services	\$0.00	\$10,000.00	\$5,858.66	\$4,141.34	58.59
01 - General Fund	02120 - Guidance Services	\$10,337.88	\$103,800.00	\$81,034.45	\$22,765.55	78.07
01 - General Fund	02130 - Health Services	\$342.38	\$16,700.00	\$7,609.43	\$9,090.57	45.57
01 - General Fund	02131 - Health Services-SPED SA	\$245.33		\$5,988.22	(\$5,988.22)	
01 - General Fund	02140 - Psychological Services	\$3,274.69	\$19,500.00	\$25,809.64	(\$6,309.64)	132.36
01 - General Fund	02141 - Psychological Services - School Age	\$5,167.00	\$67,000.00	\$58,844.96	\$8,155.04	87.83
01 - General Fund	02142 - Psychological Services - Ages 3-5	\$1,300.00	\$4,000.00	\$4,148.59	(\$148.59)	103.71
01 - General Fund	02143 - Psychological Services - Ages 0-2	\$200.00	\$2,000.00	\$1,185.20	\$814.80	59.26
01 - General Fund	02151 - Speech Path and Deaf Ed - School Age	\$24,751.79	\$223,000.00	\$205,187.03	\$17,812.97	92.01
01 - General Fund	02152 - Speech Path and Deaf Ed - Ages 3-5	\$2,515.91	\$30,200.00	\$25,157.78	\$5,042.22	83.30
01 - General Fund	02153 - Speech Path and Deaf Ed - Ages 0-2	\$2,870.00	\$18,000.00	\$21,955.48	(\$3,955.48)	121.97
01 - General Fund	02161 - Occupational Therapy- School Age	\$0.00	\$22,000.00	\$8,017.44	\$13,982.56	36.44
01 - General Fund	02162 - Occupational Therapy - Ages 3-5	\$0.00	\$8,000.00	\$6,733.02	\$1,266.98	84.16
01 - General Fund	02163 - Occupational Therapy-Ages 0-2	\$0.00	\$4,000.00	\$137.41	\$3,862.59	3.44
01 - General Fund	02171 - Physical Therapy - School Age	\$1,165.25	\$13,000.00	\$14,338.50	(\$1,338.50)	110.30
01 - General Fund	02172 - Physical Therapy-Ages 3-5	\$316.00	\$4,000.00	\$4,483.25	(\$483.25)	112.08
01 - General Fund	02173 - Physical Therapy-Ages 0-2	\$375.25	\$2,000.00	\$3,495.75	(\$1,495.75)	174.79
01 - General Fund	02181 - Vision Services - School Age	\$360.00	\$2,800.00	\$4,160.08	(\$1,360.08)	148.57
01 - General Fund	02190 - Student Activities	\$1,697.00	\$24,000.00	\$20,163.00	\$3,837.00	84.01
01 - General Fund	02212 - Instruction/Curriculum Development	\$0.00	\$46,500.00	\$0.00	\$46,500.00	0.00
01 - General Fund	02213 - Instructional Staff Training	\$0.00	\$14,000.00	\$6,196.62	\$7,803.38	44.26
01 - General Fund	02220 - Library/Media Services	\$6,340.70	\$128,700.00	\$98,969.48	\$29,730.52	76.90
01 - General Fund	02224 - Educational Television Services	\$394.19	\$5,000.00	\$3,915.50	\$1,084.50	78.31
01 - General Fund	02230 - Instruction-Related Technology	\$9,171.92	\$134,300.00	\$116,645.47	\$17,654.53	86.85
01 - General Fund	02240 - Academic Student Assessment	\$0.00	\$1,500.00	\$381.04	\$1,118.96	25.40
01 - General Fund	02310 - Board of Education	\$2,795.40	\$35,000.00	\$33,996.87	\$1,003.13	97.13
01 - General Fund	02320 - Superintendent	\$25,289.36	\$250,000.00	\$209,281.16	\$40,718.84	83.71
01 - General Fund	02330 - District Legal Services	\$1,887.50	\$15,000.00	\$5,380.50	\$9,619.50	35.87
01 - General Fund	02410 - Principal	\$37,183.82	\$425,000.00	\$332,936.54	\$92,063.46	78.34
01 - General Fund	02490 - School Administration Other	\$4,434.04		\$4,702.75	(\$4,702.75)	
01 - General Fund	02510 - Business Office	\$10,906.35	\$194,000.00	\$145,787.63	\$48,212.37	75.15

01 - General Fund	02570 - Personnel Services	\$78.80	\$6,000.00	\$5,668.96	\$331.04	94.48
01 - General Fund	02610 - Custodial	\$22,150.02	\$384,000.00	\$292,660.51	\$91,339.49	76.21
01 - General Fund	02620 - Building Maintenance	\$15,443.11	\$409,000.00	\$227,112.90	\$181,887.10	55.53
01 - General Fund	02630 - Grounds Maintenance	\$3,047.16	\$63,000.00	\$12,153.16	\$50,846.84	19.29
01 - General Fund	02650 - Non-Pupil Vehicle	\$70.22	\$12,000.00	\$6,885.08	\$5,114.92	57.38
01 - General Fund	02660 - Security	\$318.32	\$9,000.00	\$12,218.23	(\$3,218.23)	135.76
01 - General Fund	02670 - Safety	\$1,372.51	\$8,000.00	\$6,516.98	\$1,483.02	81.46
01 - General Fund	02710 - Regular Transportation	\$13,698.97	\$287,000.00	\$176,786.85	\$110,213.15	61.60
01 - General Fund	02712 - School Age SPED Transportation	\$3,568.26	\$40,300.00	\$36,824.36	\$3,475.64	91.38
01 - General Fund	02713 - Preschool Transportation	\$2,140.51	\$38,700.00	\$27,988.52	\$10,711.48	72.32
01 - General Fund	02730 - Regular Vehicle Maintenance	\$8,188.92	\$29,000.00	\$37,354.86	(\$8,354.86)	128.81
01 - General Fund	02732 - School Age SPED Vehicle Maintenance	\$1,056.42	\$11,000.00	\$1,978.45	\$9,021.55	17.99
01 - General Fund	02733 - Preschool Vehicle Maintenance	\$74.40	\$5,000.00	\$1,349.50	\$3,650.50	26.99
01 - General Fund	03400 - Categorical Grants from Corporations and	\$912.08		\$2,553.74	(\$2,553.74)	
01 - General Fund	03535 - High Ability Learners	\$350.07	\$40,000.00	\$14,730.56	\$25,269.44	36.83
01 - General Fund	06200 - Title IA	\$0.00	\$81,906.00	\$81,906.00	\$0.00	100.00
01 - General Fund	06310 - Title IIA	\$0.00	\$26,500.00	\$26,438.00	\$62.00	99.77
01 - General Fund	06406 - IDEA Preschool (619) Base Allocation	\$0.00	\$4,079.00	\$4,079.00	\$0.00	100.00
01 - General Fund	06408 - IDEA Part B (611)	\$8,869.08	\$107,700.00	\$88,688.83	\$19,011.17	82.35
01 - General Fund	06968 - 21st Century Learning	\$3,820.07	\$55,250.00	\$47,550.88	\$7,699.12	86.06
01 - General Fund	06990 - Federal Services - Other Federal Categorical Receipts	\$0.00		\$42,610.82	(\$42,610.82)	
01 - General Fund	06992 - REAP	\$2,888.46	\$20,000.00	\$19,141.56	\$858.44	95.71
01 - General Fund	06998 - ESSER III	\$17,050.28	\$294,565.00	\$226,484.97	\$68,080.03	76.89
01 - General Fund	08000 - Transfers (Outgoing)	\$0.00	\$60,000.00	\$18,000.00	\$42,000.00	30.00
Subtotal 01 - General Fund		\$682,072.52	\$8,665,000.00	\$6,303,716.84	\$2,361,283.16	72.75%
02 - Depreciation Fund	02900 - Other Support Services	\$0.00	\$567,100.00	\$35,159.04	\$531,940.96	6.20
Subtotal 02 - Depreciation Fund		\$0.00	\$567,100.00	\$35,159.04	\$531,940.96	6.20%
03 - Employee Benefit Fund	02900 - Other Support Services	\$0.00	\$127,212.00	\$70,720.00	\$56,492.00	55.59
Subtotal 03 - Employee Benefit Fund		\$0.00	\$127,212.00	\$70,720.00	\$56,492.00	55.59%
06 - School Nutrition Fund	03100 - Food Services Operations	\$30,711.05	\$411,500.00	\$297,417.40	\$114,082.60	72.28
Subtotal 06 - School Nutrition Fund		\$30,711.05	\$411,500.00	\$297,417.40	\$114,082.60	72.28%
07 - Bond Fund	05000 - Debt Service	\$43,431.25	\$530,848.00	\$530,052.50	\$795.50	99.85
Subtotal 07 - Bond Fund		\$43,431.25	\$530,848.00	\$530,052.50	\$795.50	99.85%

08 - Special Building Fund	02620 - Building Maintenance	\$0.00	\$200,000.00	\$24,224.89	\$175,775.11	12.11
08 - Special Building Fund	02660 - Security	\$0.00		\$42,353.00	(\$42,353.00)	
08 - Special Building Fund	04200 - Land Improvement	\$0.00		\$495.00	(\$495.00)	
08 - Special Building Fund	04300 - Architecture and Engineering	\$0.00		\$29,538.90	(\$29,538.90)	
08 - Special Building Fund	04500 - Building Acquisition and Construction	\$0.00	\$634,487.00	\$111,000.00	\$523,487.00	17.49
08 - Special Building Fund	04700 - Building Improvements	\$184,017.81	\$1,204,000.00	\$380,909.09	\$823,090.91	31.64
08 - Special Building Fund	05000 - Debt Service	\$4,777.50	\$200,000.00	\$125,302.50	\$74,697.50	62.65
08 - Special Building Fund	09003 - Interfund Loan	\$0.00		\$51,768.75	(\$51,768.75)	
Subtotal 08 - Special Building Fund		\$188,795.31	\$2,238,487.00	\$765,592.13	\$1,472,894.87	34.20%
09 - QCPUF Fund	04500 - Building Acquisition and Construction	\$0.00	\$878,634.00	\$877,280.00	\$1,354.00	99.85
09 - QCPUF Fund	05000 - Debt Service	\$6,678.75	\$125,000.00	\$58,447.50	\$66,552.50	46.76
Subtotal 09 - QCPUF Fund		\$6,678.75	\$1,003,634.00	\$935,727.50	\$67,906.50	93.23%
Grand Total		\$951,688.88	\$13,543,781.00	\$8,938,385.41	\$4,605,395.59	66.00%

Superior Public Schools

July 2023 General Fund Check Listing Report

Payee	Description	Amount
Acellus Educational Services LLC	Learning Pods; STEM labs	\$11,225.00
AKJ Education	MS English text	\$259.11
AKJ Education	MS English text	\$1,719.27
Amazon Capital Services	Henry supplies	\$51.97
Amazon Capital Services	A Williams supplies	\$554.12
Amazon Capital Services	Tietjen cabinet	\$179.99
Amazon Capital Services	Chromebook cart labels	\$20.00
Amazon Capital Services	Dauel supplies	\$28.97
Amazon Capital Services	Schoof supplies	\$239.98
Amazon Capital Services	Fierstein supplies	\$202.08
Amazon Capital Services	Sheff supplies	\$361.88
Amazon Capital Services	Grube supplies	\$12.99
Amazon Capital Services	Henry supplies	\$16.99
Amazon Capital Services	Dauel supplies	\$140.25
Amazon Capital Services	Summer school supplies	\$960.61
Amazon Capital Services	Battery backup-entrance	\$669.00
Amazon Capital Services	PK storage cart	\$359.98
Amazon Capital Services	Grube supplies	\$241.20
Amplify Education Inc	Elem CKLA licenses	\$7,056.00
B-Green Lawn Care	App 2 - Elementary	\$875.00
B-Green Lawn Care	App 2 - FB practice field	\$725.00
B-Green Lawn Care	sandbur treatment	\$425.00
Baker & Son Disposal LLC	May-June 2023 trash service	\$1,200.00
Bomgaars Supply	maintenance supplies	\$29.86
Bomgaars Supply	maintenance supplies	\$97.98
Bomgaars Supply	maintenance supplies	\$18.95
Bomgaars Supply	maintenance supplies	\$48.43
Bomgaars Supply	maintenance supplies	\$112.35
Brodstone Healthcare	Kimberly CDL BP check	\$5.00
Brodstone Healthcare	June 2023 LMHP services	\$386.13
Brodstone Healthcare	June 2023 PT services	\$316.00
Cavendish Square Publishing	library books	\$204.44
Central Community College	Spr 2023 tuition-27 students	\$6,943.50
Cody Fierstein	cell phone stipend	\$50.00
Cooperative Producers, Inc	Van gas	\$298.10
Curriculum Leadership Institute	2023-24 pymt 1	\$4,400.00
David Allgood	Reimb CDL cost	\$60.00
David Allgood	meal-Heller/Allgood bus repair trip	\$52.86
Eakes Office Solutions	Renz, Ehlers supplies	\$667.89
Eakes Office Solutions	Secondary supplies	\$72.34
Eakes Office Solutions	Elementary supplies	\$814.66
Eakes Office Solutions	Rachel Renz supplies	\$291.21
Eakes Office Solutions	Wulf supplies	\$187.32
Eakes Office Solutions	Boyles supplies	\$245.74
Eakes Office Solutions	Jameson supplies	\$136.15
Eakes Office Solutions	Brittenham supplies	\$286.96
Eakes Office Solutions	Mellott supplies	\$220.19
Eakes Office Solutions	Arickx supplies	\$275.27
Eakes Office Solutions	Schuster supplies	\$65.48
Eakes Office Solutions	White supplies	\$66.43
Eakes Office Solutions	Brittenham supplies	\$57.88
Educational Service Unit #9	2022-2023 SRS	\$946.00
Educational Service Unit #9	Jameson - Tasty Tech	\$120.00

Educational Service Unit #9	Fullerton - Admin Asst training	\$40.00
Educational Service Unit #9	May 2023 BAF Psych services	\$800.00
Educational Service Unit #9	May 2023 BAF SLP services	\$2,132.00
Educational Service Unit #9	May 2023 Deaf Educator	\$4,162.50
Educational Service Unit #9	May 2023 Homebase	\$4,239.00
Educational Service Unit #9	May 2023 interpreter services	\$1,920.50
Educational Service Unit #9	May 2023 SA Psych services	\$2,841.00
Educational Service Unit #9	May 2023 SA SLP services	\$9,737.50
Educational Service Unit #9	May 2023 Vision services	\$150.00
ESU Coordinating Council	2023-24 SWANK movie licenses	\$351.00
Glenwood Telecommunications	July 2023 internet services	\$235.95
Glenwood Telecommunications	July 2023 landlines	\$182.30
Harris School Solutions	2023-24 Census software	\$823.90
Harris School Solutions	2023-24 AptaFund/ESS software	\$5,451.56
Head Start	2022-2023 GOLD Assessment	\$516.60
HireRight, LLC	2023-2024 screening services	\$306.60
Holiday Inn Kearney	Kimberly conference lodging	\$124.95
Hometown Leasing	eGold fax	\$64.63
Hometown Leasing	copiers/printers lease	\$1,777.00
Ideal Market	Summer school supplies	\$33.27
Ideal Market	summer school supplies	\$36.99
Ideal Market	summer school supplies	\$6.99
Ideal Market	Elem supplies	\$7.14
Ideal Market	summer school supplies	\$68.38
Jennifer Cady	mileage reimb NEE-Giltner	\$159.82
Jodi Fierstein	cell phone stipend	\$50.00
John Whetzal	cell phone stipend	\$50.00
JW Pepper & Son Inc	White music	\$132.99
Kansas City Audio-Visual, Inc	ClearTouch-Conference Room	\$2,495.00
Kansas City Audio-Visual, Inc	2023-24 digital signage Rise Vision licensing	\$999.00
Kenny's Lumber and Farm Supply Inc	maintenance supplies	\$36.87
Kenny's Lumber and Farm Supply Inc	Tech supplies	\$18.67
KSB School Law, PC LLO	June 2023 legal services	\$40.00
LBL	snow removal	\$1,150.00
LEA Account	dump trailer title, tire fee	\$14.00
Lexia Learning Systems LLC	LETRS materials	\$1,995.00
Logan Christianity	cell phone stipend	\$50.00
Lunch Fund	2022-23 Operating transfer	\$15,000.00
Matheson Tri-Gas Inc	welding gas tank rental	\$95.05
Menards	slat board	\$85.38
Nebraska Council of School Administrators	2023-24 Cady membership	\$635.00
Nebraska Council of School Administrators	Jodi Fierstein membership	\$839.00
Nebraska Council of School Administrators	Kobza-Legal implications webinar	\$50.00
Petro Plus	vehicle fuel, repairs	\$1,005.45
Pine Cove Consulting, LLC	monthly backup/restore	\$450.00
Pine Cove Consulting, LLC	July 2023 monthly managed services	\$1,906.67
PowerSchool Group LLC	2023-24 Applicant Tracking	\$1,268.00
Protex Central Inc	Fire alarm cellular communicator	\$664.20
Rochester 100 Inc	Grade 2 folders	\$140.00
Student Assurance Services, Inc	2023-24 Student insurance	\$646.00
Stuhr Museum of the Prairie Pioneer	Grade 5 field trip	\$156.00
Superior Ace Hardware	maintenance supplies	\$49.52
Superior Activity Account	Transfer to Athletics	\$20,000.00
Superior Activity Account	Transfer to Drama	\$1,000.00
Superior Activity Account	Transfer to Speech	\$1,000.00
Superior Activity Account	Transfer to Yearbook	\$5,000.00
Superior Exterminating	April 2023 treatment	\$256.62
Superior Motor Parts	maintenance supplies	\$9.20
Superior Motor Parts	SPED Bus 17 headlight	\$18.78

Superior Motor Parts	mower maintenance supplies	\$38.02
Superior Outdoor Power Center	mower part	\$11.70
Superior Publishing Co., Inc	letterhead	\$20.00
Superior Publishing Co., Inc	Math workbooks	\$1,863.44
Superior Publishing Co., Inc	mtg notices/proceedings	\$117.81
Superior Utilities	monthly utilities	\$7,618.31
U.S. Bank	WingStop-PBiS meals	\$67.01
U.S. Bank	Hulu monthly subscription	\$80.24
U.S. Bank	Kimberly-training meals	\$26.97
U.S. Bank	DRI-Gallup Clifton Strengths	\$259.87
U.S. Bank	Lazlo's-PBiS meals	\$90.28
U.S. Bank	Holiday Inn-PBiS lodging	\$424.65
U.S. Bank	Mosyle-2023-24 Mac Management	\$794.64
U.S. Bank	Appreciation at Work-MBA Inventory	\$920.00
Verizon Wireless	cell phones	\$324.61
Voyager Sopris Learning	Wulf curriculum	\$746.90
Woodwards Disposal	shredding service	\$25.00
		\$151,906.94
General Fund Payroll & Benefits		<u>\$440,268.94</u>
		\$592,175.88



Marty Kobza
Superior Public Schools
PO Box 288
Superior, NE 68978-0288

February 20, 2023
Project No: 384-001-21
Invoice No: 4

Project 384-001-21 Superior PS Superior Public Entry Parking Lot

This fee is calculated as 7% of the estimated construction cost of \$1,611,440.00.

For professional services rendered for the period December 31, 2022 to January 27, 2023 for the referenced project.

Fee Earned:

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Design Phase	22,560.16	100.00	22,560.16	0.00
Construction Documents	56,400.40	100.00	56,400.40	0.00
Construction	33,840.24	5.9101	0.00	2,000.00
Total Fee	112,800.80		78,960.56	2,000.00
	Total Fee			2,000.00

Reimbursable Expenses

Printing			1.90	
	Total Reimbursable Expenses		1.90	1.90

Billing Limits

	Current	Prior	To-Date
Fees	2,000.00	78,960.56	80,960.56
Limit			112,800.80
Remaining			31,840.24
Expenses	1.90	2,020.33	2,022.23
Limit			2,022.23

Total this Invoice \$2,001.90

Melanie D. Stover
Melanie D. Stover
Business Manager

~~TAR~~ TAR

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.



Marty Kobza
Superior Public Schools
PO Box 288
Superior, NE 68978-0288

April 25, 2023
Project No: 384-001-21
Invoice No: 6

Project 384-001-21 Superior PS Superior Public Entry Parking Lot

This fee is calculated as 7% of the estimated construction cost of \$1,611,440.00.

For professional services rendered for the period March 4, 2023 to March 31, 2023 for the referenced project.

Fee Earned:

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Design Phase	22,560.16	100.00	22,560.16	0.00
Construction Documents	56,400.40	100.00	56,400.40	0.00
Construction	33,840.24	20.6854	4,500.00	2,500.00
Total Fee	112,800.80		83,460.56	2,500.00
	Total Fee			2,500.00

Reimbursable Expenses

Printing			1.40	
Travel			166.37	
	Total Reimbursable Expenses		167.77	167.77

Billing Limits

	Current	Prior	To-Date
Fees	2,500.00	83,460.56	85,960.56
Limit			112,800.80
Remaining			26,840.24
Expenses	167.77	2,022.23	2,190.00
Limit			2,190.00

Total this Invoice \$2,667.77

Melanie D. Stover

Melanie D. Stover
Business Manager

TAR

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

B2 ENVIRONMENTAL4503 S 90th St
Omaha, NE 68127

Invoice Date	Invoice #	INVOICE
6/7/2023	29838	
Project	#8 601 W 8th St - Superior, NE	

Phone # 402-330-0763**Fax #**

We accept Cash, Check, Visa and MasterCard. There will be a 3% convenience fee added for credit card

Bill To:Superior Public Schools
Marty Kobza
601 W 8th Street
Superior, NE 68978**PLEASE PAY****THIS AMOUNT****\$31,500.00** Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

Have E-Mail? Please write it here: _____

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT**B2 ENVIRONMENTAL**4503 S 90th St
Omaha, NE 68127

Invoice Date	Invoice #	INVOICE
6/7/2023	29838	
Project	#8 601 W 8th St - Superior, NE	

		Terms	Due Date	P.O. Number		
Tax ID: 43-2113998		Due on receipt	6/7/2023			
Serviced	Item	Description	Hours/Qty	U/M	Rate	Amount
	Building Scien...	VFT and TSI Abatement / Oversight			23,300.00	23,300.00
	Building Scien...	Transite Siding Abatement			5,900.00	5,900.00
	Building Scien...	Post Abatement Final Clearances			2,300.00	2,300.00

Thank you for your business.

THERE WILL BE A \$15 CHARGE FOR ALL RETURNED CHECKS
10% INTEREST MONTHLY WILL BE ASSESSED ON ALL UNPAID
BALANCES AFTER 90 DAYS**Billing Inquiries? Call** 402-330-0763
E-mail Accounting@B2E.com

Total	\$31,500.00
Payments/Credits	\$0.00
Balance Due	\$31,500.00

Application and Certificate for Payment

TO OWNER: Nuckolls County School District 65-011 Superior Public Schools 601 West 8th Street Superior, NE 68978	PROJECT: Superior Public Schools Front Entrance Addition & Renovation	APPLICATION NO: PR #2 PERIOD TO: April 30, 2023	Distribution to: OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
FROM CONTRACTOR: Farris Construction Co., Inc. PO Box 2046 137 East E Street Hastings, NE 68901	VIA ARCHITECT: Clark & Enersen 1010 Lincoln Mall, Suite 200 Lincoln, NE 68508	CONTRACT FOR: General Construction CONTRACT DATE: December 16, 2022 PROJECT NOS: / /	

CONTRACTOR'S APPLICATION FOR PAYMENT

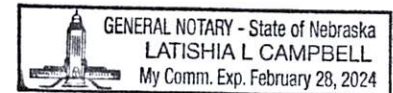
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$1,611,440.00
2. NET CHANGE BY CHANGE ORDERS	-\$3,382.32
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$1,608,057.68
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$315,088.00
5. RETAINAGE:	
a. <u>5.00</u> % of Completed Work (Column D + E on G703)	\$8,419.80
b. <u>5.00</u> % of Stored Material (Column F on G703)	\$7,334.60
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$15,754.40
6. TOTAL EARNED LESS RETAINAGE	\$299,333.60
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$134,881.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$164,452.60
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$1,308,724.08

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 By: James D Farris Date: April 30, 2023
 State of: NE

County of: ADAMS
 Subscribed and sworn to before
 me this 30 day of April 2023



Notary Public: LATISHIA L CAMPBELL
 My Commission expires: February 28, 2024 *Latisha L Campbell*

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

	\$164,452.60
--	--------------

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$3,382.32
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$3,382.32
NET CHANGES by Change Order		-\$3,382.32

Gordon Ruzicka, Clark & Enersen

ARCHITECT:

By: *Gordon Ruzicka*

Date: 05/01/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

PR # 2

April 30, 2023

April 30, 2023

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G÷C)		
	General Requirements	76,379.00	22,000.00	15,000.00	0.00	37,000.00	48.44%	39,379.00	1,850.00
	Demolition	34,033.00	5,000.00	10,000.00	0.00	15,000.00	44.07%	19,033.00	750.00
	Sitework	16,291.00	8,000.00	5,000.00	0.00	13,000.00	79.80%	3,291.00	650.00
	Reinforcing	3,080.00	3,080.00	0.00	0.00	3,080.00	100.00%	0.00	154.00
	Cast-In-Place Concrete	66,011.00	0.00	22,000.00	0.00	22,000.00	33.33%	44,011.00	1,100.00
	Metals	35,210.00	0.00	33,000.00	0.00	33,000.00	93.72%	2,210.00	1,650.00
	Metal Studs & Drywall	183,304.00	0.00	36,982.00	0.00	36,982.00	20.18%	146,322.00	1,849.00
	Rough Carpentry	4,539.00	0.00	0.00	0.00	0.00	0.00%	4,539.00	0.00
	Aluminum, Storefronts/Glass/Glazing	131,065.00	0.00	0.00	0.00	0.00	0.00%	131,065.00	0.00
	Exterior Rainscreen MCM Panels	58,875.00	5,500.00	0.00	18,040.00	23,540.00	39.98%	35,335.00	1,177.00
	HM Doors & Frames	86,291.00	0.00	0.00	0.00	0.00	0.00%	86,291.00	0.00
	Painting	31,683.00	0.00	0.00	0.00	0.00	0.00%	31,683.00	0.00
	Acoustical Ceilings	25,399.00	0.00	0.00	0.00	0.00	0.00%	25,399.00	0.00
	Architectural Cabinets	31,913.00	0.00	0.00	0.00	0.00	0.00%	31,913.00	0.00
	Resilient Flooring/Tile/Carpet	74,808.00	0.00	0.00	0.00	0.00	0.00%	74,808.00	0.00
	Rolling Counter Door	7,233.00	400.00	0.00	0.00	400.00	5.53%	6,833.00	20.00
	Specialties	31,556.00	0.00	0.00	0.00	0.00	0.00%	31,556.00	0.00
	Window Coverings	6,560.00	0.00	0.00	0.00	0.00	0.00%	6,560.00	0.00
	Signage	9,947.00	0.00	0.00	0.00	0.00	0.00%	9,947.00	0.00
	Fire Suppression	42,250.00	0.00	0.00	0.00	0.00	0.00%	42,250.00	0.00
	Plumbing	135,848.00	0.00	0.00	0.00	0.00	0.00%	135,848.00	0.00
	HVAC	291,385.00	935.00	0.00	60,545.00	61,480.00	21.10%	229,905.00	3,074.00
	Eectrical	215,280.00	0.00	1,500.00	68,106.00	69,606.00	32.33%	145,674.00	3,480.30

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Contingency Allowance	12,500.00	0.00	0.00	0.00	0.00	0.00%	12,500.00	0.00
	PR #01 Telecom Deduct	-3,000.00	0.00	0.00	0.00	0.00	0.00%	-3,000.00	0.00
	PR #02 Garbage Disposal Deduct	-382.32	0.00	0.00	0.00	0.00	0.00%	-382.32	0.00
	GRAND TOTAL	\$1,608,057.68	\$44,915.00	\$123,482.00	\$146,691.00	\$315,088.00	19.59%	\$1,292,969.68	\$15,754.30

SGH
Concepts

Superior Public Schools

PR# 2792

18 - 196 x 62 4mm FR

Brite Red

p1

204
204

2#7D
H/S

SGH
HGS
PK#2

290007 H32



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FNIC P.O. Box 45279 Omaha NE 68145-0279	CONTACT NAME: Beth Ford	
	PHONE (A/C No. Ext): 402-861-7000	FAX (A/C No):
E-MAIL ADDRESS: beth.ford@fnicgroup.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Employers Mutual Casualty Company		21415
INSURED SGH Redglaze Holdings, Inc. 742 N. 109th Ct. Omaha, NE 68154	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2044357677

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Installation Floater			5C9536623	11/1/2022	11/1/2023	500,000 500,000 500,000 Any One Jobsite Storage Locations In Transit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Superior Public Schools
 Product: ACM/Sieccoline
 Stored Materials Value Amt: \$16,400.00
 Storage Location: SGH Concepts, 1800 NW Vivion Rd., Northmoor, MO 64150.

CERTIFICATE HOLDER**CANCELLATION**

Farris Construction PO Box 2046 Hastings NE 68902	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

SGH
#2



South Central Electric

WIKOFF LATHAM STRONG



NEBRASKA
42-X2698



South Central
Electric

Superior Public
School Public
Entrance
Farris Constructio

www.vhtrailers.com

Copyright © 2008
V&H Trailers, Inc.
All Rights Reserved

2000
Electric



AIA Document G702 - 1992

Application and Certificate for Payment

TO OWNER: Nuckolls County School District 65-011
 Superior Public Schools
 601 West 8th Street
 Superior, NE 68978
 Farris Construction Co., Inc.
 PO Box 2046 137 East E Street
 Hastings, NE 68901

PROJECT: Superior Public Schools
 Front Entrance Addition &
 Renovation

APPLICATION NO: PR #3
PERIOD TO: May 31, 2023

Distribution to:
 OWNER:
 ARCHITECT:
 CONTRACTOR:
 FIELD:
 OTHER:

FROM: Clark & Enersen
 1010 Lincoln Mall, Suite 200
 Lincoln, NE 68508

VIA ARCHITECT:

CONTRACTOR: Farris Construction Co., Inc.
 PO Box 2046 137 East E Street
 Hastings, NE 68901

CONTRACT FOR: General Construction
CONTRACT DATE: December 16, 2022
PROJECT NOS: / /

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$1,611,440.00
2. NET CHANGE BY CHANGE ORDERS	\$23,763.68
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$1,635,203.68
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$530,444.00
5. RETAINAGE:	
a. 5.00 % of Completed Work (Column D + E on G703)	\$22,592.95
b. 5.00 % of Stored Material (Column F on G703)	\$3,929.25
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$26,522.20

6. TOTAL EARNED LESS RETAINAGE

(Line 4 Less Line 5 Total) \$503,921.80

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$299,333.60

8. CURRENT PAYMENT DUE

(Line 3 less Line 6) \$204,588.20

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$1,131,281.88

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Farris Construction Co., Inc. Date: May 31, 2023
 By: [Signature]
 State of NE

County of: ADAMS
 Subscribed and sworn to before
 me this 31st day of May 2023

Notary Public: LATISHIA L CAMPBELL
 My Commission expires: February 28, 2024



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.) \$204,588.20

ARCHITECT: Gordon Ruzicka, Clark & Enersen

By: *Gordon Ruzicka* Date: 06/12/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$3,382.32
Total approved this Month	\$27,146.00	\$0.00
TOTALS	\$27,146.00	\$3,382.32
NET CHANGES by Change Order		\$23,763.68



AIA Document G703[®] – 1992

Continuation Sheet

AIA Document G702[®], Application and Certification for Payment, or G732[™], Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
Use Column I on Contracts where variable retainage for line items may apply.

PR # 3
May 31, 2023
May 31, 2023

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	General Requirements	76,379.00	37,000.00	15,000.00	0.00	52,000.00	24,379.00	2,600.00	
	Demolition	34,033.00	15,000.00	13,000.00	0.00	28,000.00	6,033.00	1,400.00	
	Sitework	16,291.00	13,000.00	1,000.00	0.00	14,000.00	2,291.00	700.00	
	Reinforcing	3,080.00	3,080.00	0.00	0.00	3,080.00	0.00	154.00	
	Cast-In-Place Concrete	66,011.00	22,000.00	38,000.00	0.00	60,000.00	6,011.00	3,000.00	
	Metals	35,210.00	33,000.00	2,210.00	0.00	35,210.00	0.00	1,760.50	
	Metal Studs & Drywall	183,304.00	36,982.00	35,000.00	0.00	71,982.00	111,322.00	3,599.10	
	Rough Carpentry	4,539.00	0.00	1,000.00	0.00	1,000.00	3,539.00	50.00	
	Aluminum, Storefronts/Glass/Glazing	131,065.00	0.00	0.00	0.00	0.00	131,065.00	0.00	
	Exterior Rainscreen	58,875.00	5,500.00	0.00	18,040.00	23,540.00	35,335.00	1,177.00	
	MCM Panels	86,291.00	0.00	0.00	0.00	0.00	86,291.00	0.00	
	HM Doors & Frames	31,683.00	0.00	0.00	0.00	0.00	31,683.00	0.00	
	Painting	25,399.00	0.00	0.00	0.00	0.00	25,399.00	0.00	
	Acoustical Ceilings	31,913.00	0.00	0.00	0.00	0.00	31,913.00	0.00	
	Architectural Cabinets	74,808.00	0.00	0.00	0.00	0.00	74,808.00	0.00	
	Resilient Flooring/Tile/Carpet	7,233.00	400.00	0.00	0.00	400.00	6,833.00	20.00	
	Rolling Counter Door	31,556.00	0.00	0.00	0.00	0.00	31,556.00	0.00	
	Specialties	6,560.00	0.00	0.00	0.00	0.00	6,560.00	0.00	
	Window Coverings	9,947.00	0.00	0.00	0.00	0.00	9,947.00	0.00	
	Signage	42,250.00	0.00	0.00	0.00	0.00	42,250.00	0.00	
	Fire Suppression	135,848.00	0.00	15,000.00	0.00	15,000.00	120,848.00	750.00	
	Plumbing	291,385.00	935.00	15,000.00	60,545.00	76,480.00	214,905.00	3,824.00	
	HVAC	215,280.00	68,106.00	42,000.00	0.00	110,106.00	105,174.00	5,505.30	
	Electrical								

AIA Document G703 – 1992. Copyright © 1963, 1965, 1966, 1967, 1970, 1978, 1983 and 1992. All rights reserved. "The American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 10:52:58 ET on 06/06/2023 under Order No.4104242506 which expires on 05/10/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents' Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com. (3B9ADA AF)

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Contingency Allowance	12,500.00	0.00	12,500.00	0.00	0.00	12,500.00	0.00	625.00
	PR #01 Telecom Deduct	-3,000.00	0.00	0.00	0.00	0.00	0.00	-3,000.00	0.00
	PR #02 Garbage Disposal Deduct	-382.32	0.00	0.00	0.00	0.00	0.00	-382.32	0.00
	CO #3 Additional Dirtwork	27,146.00	0.00	27,146.00	0.00	0.00	27,146.00	0.00	1,357.30
	GRAND TOTAL	\$1,635,203.68	\$235,003.00	\$216,856.00	\$78,585.00	\$530,444.00	\$1,104,759.68	32.44%	\$26,522.20

Marty Kobza
Superior Public Schools
PO Box 288
Superior, NE 68978-0288

June 19, 2023
Project No: 384-001-21
Invoice No: 8

Project 384-001-21 Superior PS Superior Public Entry Parking Lot

This fee is calculated as 7% of the estimated construction cost of \$1,611,440.00.

For professional services rendered for the period April 29, 2023 to June 2, 2023 for the referenced project.

Fee Earned:

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Design Phase	22,560.16	100.00	22,560.16	0.00
Construction Documents	56,400.40	100.00	56,400.40	0.00
Construction	33,840.24	38.4158	9,500.00	3,500.00
Total Fee	112,800.80		88,460.56	3,500.00
	Total Fee			3,500.00

Reimbursable Expenses

Travel			379.24	
	Total Reimbursable Expenses		379.24	379.24

Billing Limits

	Current	Prior	To-Date
Fees	3,500.00	88,460.56	91,960.56
Limit			112,800.80
Remaining			20,840.24
Expenses	379.24	2,225.54	2,604.78
Limit			2,604.78

Total this Invoice \$3,879.24

Melanie D. Stover
Melanie D. Stover
Business Manager

CPA TAR

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

Application and Certificate for Payment

TO OWNER: Nuckolls County School District 65-011 Superior Public Schools 601 West 8th Street Superior, NE 68978	PROJECT: Superior Public Schools Front Entrance Addition & Renovation	APPLICATION NO: PR #4 PERIOD TO: June 30, 2023	Distribution to: OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
FROM CONTRACTOR: Farris Construction Co., Inc. Farris Construction Co., Inc. PO Box 2046 137 East E Street Hastings, NE 68901	VIA ARCHITECT: Clark & Enersen 1010 Lincoln Mall, Suite 200 Lincoln, NE 68508	CONTRACT FOR: General Construction CONTRACT DATE: December 16, 2022 PROJECT NOS: / /	

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703*, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$1,611,440.00
2. NET CHANGE BY CHANGE ORDERS	\$23,763.68
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$1,635,203.68
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$902,219.00
5. RETAINAGE:	
a. <u>5.00</u> % of Completed Work (Column D + E on G703)	\$41,928.95
b. <u>5.00</u> % of Stored Material (Column F on G703)	\$3,182.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$45,110.95
6. TOTAL EARNED LESS RETAINAGE	\$857,108.05
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$503,921.80
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$353,186.25
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	\$778,095.63

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: James P. Farris
 State of: NE

Date: June 30, 2023

County of: ADAMS

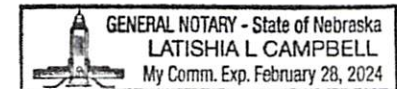
Subscribed and sworn to before

me this 30th day of June, 2023

Latishia L. Campbell

Notary Public: LATISHIA L CAMPBELL

My Commission expires: February 28, 2024



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$353,186.25

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$27,146.00	\$3,382.32
Total approved this Month	\$0.00	\$0.00
TOTALS	\$27,146.00	\$3,382.32
NET CHANGES by Change Order		\$23,763.68

ARCHITECT: Gordon Ruzicka, Clark & Enersen

By: *Gordon Ruzicka*

Date: 7/7/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO:

PR # 4
June 30, 2023
June 30, 2023

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)		
	General Requirements	76,379.00	52,000.00	10,000.00	0.00	62,000.00	81.17%	14,379.00	3,100.00
	Demolition	34,033.00	28,000.00	4,000.00	0.00	32,000.00	94.03%	2,033.00	1,600.00
	Sitework	16,291.00	14,000.00	0.00	0.00	14,000.00	85.94%	2,291.00	700.00
	Reinforcing	3,080.00	3,080.00	0.00	0.00	3,080.00	100.00%	0.00	154.00
	Cast-In-Place Concrete	66,011.00	60,000.00	6,011.00	0.00	66,011.00	100.00%	0.00	3,300.55
	Metals	35,210.00	35,210.00	0.00	0.00	35,210.00	100.00%	0.00	1,760.50
	Metal Studs & Drywall	183,304.00	71,982.00	15,000.00	0.00	86,982.00	47.45%	96,322.00	4,349.10
	Rough Carpentry	4,539.00	1,000.00	1,000.00	0.00	2,000.00	44.06%	2,539.00	100.00
	Aluminum, Storefronts/Glass/Glazing	131,065.00	0.00	33,000.00	0.00	33,000.00	25.18%	98,065.00	1,650.00
	Exterior Rainscreen MCM Panels	58,875.00	5,500.00	0.00	18,040.00	23,540.00	39.98%	35,335.00	1,177.00
	HM Doors & Frames	86,291.00	0.00	35,000.00	0.00	35,000.00	40.56%	51,291.00	1,750.00
	Painting	31,683.00	0.00	0.00	0.00	0.00	0.00%	31,683.00	0.00
	Acoustical Ceilings	25,399.00	0.00	0.00	0.00	0.00	0.00%	25,399.00	0.00
	Architectural Cabinets	31,913.00	0.00	0.00	0.00	0.00	0.00%	31,913.00	0.00
	Resilient Flooring/Tile/Carpet	74,808.00	0.00	0.00	45,600.00	45,600.00	60.96%	29,208.00	2,280.00
	Rolling Counter Door	7,233.00	400.00	0.00	0.00	400.00	5.53%	6,833.00	20.00
	Specialties	31,556.00	0.00	4,000.00	0.00	4,000.00	12.68%	27,556.00	200.00
	Window Coverings	6,560.00	0.00	0.00	0.00	0.00	0.00%	6,560.00	0.00
	Signage	9,947.00	0.00	0.00	0.00	0.00	0.00%	9,947.00	0.00
	Fire Suppression	42,250.00	0.00	11,800.00	0.00	11,800.00	27.93%	30,450.00	590.00
	Plumbing	135,848.00	15,000.00	59,200.00	0.00	74,200.00	54.62%	61,648.00	3,710.00
	HVAC	291,385.00	76,480.00	103,200.00	0.00	179,680.00	61.66%	111,705.00	8,984.00
	Electrical	215,280.00	110,106.00	43,964.00	0.00	154,070.00	71.57%	61,210.00	7,703.50

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)				TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)		
	Contingency Allowance	12,500.00	12,500.00	0.00	0.00	12,500.00	100.00%	0.00	625.00	
	PR #01 Telecom Deduct	-3,000.00	0.00	0.00	0.00	0.00	0.00%	-3,000.00	0.00	
	PR #02 Garbage Disposal Deduct	-382.32	0.00	0.00	0.00	0.00	0.00%	-382.32	0.00	
	CO #3 Additional Dirtwork	27,146.00	27,146.00	0.00	0.00	27,146.00	100.00%	0.00	1,357.30	
	GRAND TOTAL	\$1,635,203.68	\$512,404.00	\$326,175.00	\$63,640.00	\$902,219.00	55.17%	\$732,984.68	\$45,110.95	



SOLD!
Date Sold: 1/15/2024
Buyer: [illegible]
Seller: [illegible]

Armstrong Board
Armstrong Board

SOLD
Date Sold: 1/15/2024
Buyer: [illegible]
Seller: [illegible]

Luxury Vinyl Plank
Luxury Vinyl Plank
Luxury Vinyl Plank
Luxury Vinyl Plank



910

6-22-23
6502 223
SOLD!
Kemp H. ...
Flange - K&N / Drain

6-22-23
6502 223

SOLD!
Kemp H. ...
4509
Kemp H. ...

DEL-TITE
14271 RTI COGNANT
7500

DEL-TITE
14271 RTI COGNANT
7500

SOLD

MKT1 RT1224DKMT
DAL-TILE
5561

MKT1 RT1224DKMT
DAL-TILE
5561

MKT1 RT1224DKMT
DAL-TILE
5561

SOLD!
Furnis (mit
4609
Superior
Schroto

MKT1 RT1224DKMT
DAL-TILE
5561

MKT1 RT1224DKMT
DAL-TILE
5561

MKT1 RT1224DKMT
DAL-TILE
5561

SOLD!
Furnis (mit
4609
Superior
Schroto

SOLD!
Jacob!
47733
3-11-23
2
45884

B

C

Johnsonite
by Tarkett

000263
Unit ID 3252
3252

000263

000263

000263

SOLD!
Superior School
42809
5/25/23
Randy
SDH
Adaptable
Site
10ft 2

000263

098978

098978

098978

098978

098978

SOLD!
Superior School
42809
5/25/23
Randy
SDH
Adaptable
Site
10ft 2

098978





Johnsonite
by Tarkett



WALL BASE

Tarkett Colormatch
CB 48 4 X 120 1/8 TOE
440021154 011548394
GREY
17

Tarkett Colormatch
X 120 1/8 TOE
011548394
GREY
17
Johnsonite
Tarkett

SOLD!
Superior School
42809
6-21-23
11 days (Cant Be)
CB48

THIS SIDE UP ↑

THIS SIDE UP ↑

THIS SIDE UP ↑

Invoice

PORTER TRUSTIN CARLSON CO.
 2501 TAYLOR STREET
 P.O. BOX 11158
 OMAHA, NE 68111-0158
 4024532000

Invoice Number: 0027376-IN
Invoice Date: 6/22/2023

Order Number:
Order Date:
Salesperson: 0011
Customer Number: SUPPUB

Sold To:
 SUPERIOR PUBIC SCHOOLS
 601 WEST 8TH STREET
 Superior, NE 68978

Ship To:
 SUPERIOR PUBIC SCHOOLS
 601 WEST 8TH STREET
 Superior, NE 68978

Confirm To:
 CODY FIERSTAIN

Customer P.O.	Ship VIA	F.O.B.	Terms
SIGNED QUOTE		2234966-10350	NET 30 DAYS

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
/SPECIALTIES-E POLETECH FLAGPOLE	EACH	1.00	1.00	0.00	3,180.000	3,180.00

HS FLAGPOLE - CONSTRUCTION

Cody Fierstein

CONTACT ALICE BEFORE THE 20TH REGARDING TAX CHANGE
 INTEREST OF 1-1/2% PER MONTH ON PAST 30 (APR18%)

Net Invoice:	3,180.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	3,180.00

Formal Resignation Letter

Samantha Trauernicht
325 N 4th St.
Hebron, NE 68370

June 27, 2023

Superior Public Schools
601 W 8th St.
Superior, NE 68978

Dear Jodi Fierstein,

Please accept this letter as my formal resignation from my position as Elementary Resource Teacher at Superior Public Schools, effective the end of the 22-23 school year.

I appreciate the opportunities for growth and development you have provided me during my time. Thank you for your guidance and support.

Please let me know how I can help during the transition period. I wish you and the school district the very best going forward.

Sincerely,

Samantha Trauernicht

Samantha Trauernicht

Superior Elementary School 2023-24 Student Handbook

**Superior Elementary School
601 W. 8th Street
PO Box 288
Superior, NE 68978
402-879-3257
855-498-1224 (fax)
www.superiorwildcats.org
#NebraskaWildcatNation**



**John Whetzal
Superintendent
402-879-3257 ext. 127**

**Jodi Fierstein
Elementary Principal
402-879-3257 ext. 225**

TABLE OF CONTENTS

	<u>Page</u>
Welcome	8
Intent of Handbook	8
Notice of Nondiscrimination	9
No Discriminacion En Programas Educativos Y Actividades	9
Mission Statement	10
Child Find	10

SECTION ONE BASIC SCHOOL RULES AND GENERAL PRACTICES

Accidents	10
Annual Health Screening Information	10-11
Attendance	11-14
Attendance Philosophy	11
Required Attendance	11
Mandatory Attendance Age	11
Exceptions	11
Discontinuing Enrollment – 5 Year Old Students	11
Discontinuing Enrollment – 16 & 17 Year Old Students	11-12
Attendance Officer	12
Excused Absences and Make-Up Privileges	12-13
Make-Up Work	13
Unexcused Absences	13
Excessive Absenteeism-Excused	13
Excessive Absenteeism-Unexcused	13
Start of School Day	13
Tardiness	14
Bills	14
Book Bags	14
Books and Supplies	14
Breakfast and Lunch Periods	14-15
Bulletin Boards	15
Bullying	15
Reporting Bullying	15
Bullying Investigations	15
Cafeteria Rules	15
Cell Phones and Other Electronic Devices	15-16
Regulation on Use	15
Violations	16-17
Cheating, Plagiarism and Academic Dishonesty	17
Child Abuse and Neglect	17

Closed Campus	17
Communicable Diseases	17-18
Communicating with Parents	19
Complaint Procedures	19-22
Computer Network Use by Students	22-24
Conferences	24
Copyright and Fair Use	24
Contact Information	25
Damage to School Property	25
Dating Violence	25
Discrimination and Harassment	25
Dress and Appearance	25-26
Drug Free Schools	26
Fire Drills and Emergency Exits	26
Food and Drink Regulations	27
Food Service Program	27-29
Breakfast	27
Lunch	27
Kindergarten Snack Milk	27
Payment for Meals	27
Collection of Delinquent Meal Charge Debt	28
Notice of Non-discrimination	28-29
Field Trips	29
First Aid	29
Fundraising	29
Gifts	29
Head Lice	29-30
Homebound Instruction	30
Homeless Children and Youth	30
Illness or Injury at School	30
Immunizations	31
Provisional Enrollment	31
Initiations and Hazing	31
Kindergarten Registration	31
Library Media Center	31-32
Lost and Found	32
Medications	32
Prescription and Non-prescription	32
Opting out of Assessments	32
Parent and Family Engagement Policy - Title I	33
Participation in PE, Art, Music, Band and Outdoor Activities	34
Parties/Private Party Invitation	34
PBiS	34-36
Pedestrian and Bicycle Safety	36-37

Pets	37
Personal Items	37
Physical Education	37
Pictures	37
Playground Rules	37-38
Police Questioning and Apprehension	38
Protection of Student Rights	38-39
Public Displays of Affection	39
Required Documents for Student Admission	39
Rights of Custodial and Non-Custodial Parents	39-40
Secret Organizations	40
School Day	40
Self Management of Diabetes or Asthma/Anaphylaxis	40-41
Standardized Testing	41
Student Assistance	41
Student Fee Policy	41-45
Student Pick-Up	45
Student Records	45-47
Directory Information	45-46
Non-Directory Information	46-47
Transfer of Records Upon Student Enrollment	47
Maintenance and Destruction	47
Complaints	47
Student Transfer or Withdrawal	47
Telephone Calls	47-48
Threat Assessment and Response	48-50
Tornado Drill Procedures	50
Transportation Services	50-52
Transportation to School	50
Bus Regulations	50-51
Transportation to Activities	52
Video Surveillance and Photographs	52-53
Visits to the School	53
Weather Related School Closings	53

SECTION TWO ACADEMIC INFORMATION

Academics	54-55
Promotion and Retention of Students	54
Report Cards	54-55
Grading Scales	55
After School Sessions	55

Tutoring	55
Homework	55

**SECTION THREE
STUDENT DISCIPLINE**

General Discipline Philosophy	56
Forms of School Discipline	57-60
After School Sessions and Detentions	57
In-School Suspension	57-58
Emergency Exclusion	58
Short-Term Suspension	58
Weapons and Firearms	58
Long-Term Suspensions	59
Expulsion	59-60
Meaning of Expulsion	59
Summer Review	59
Suspension of Enforcement of an Expulsion	59
Alternative School or Pre-expulsion Procedures	59
Expulsion for Causing Personal Injury or for Possessing a Dangerous Weapon Other than a Firearm	60
Automatic Review of Expulsions Which Continue During the First Semester of the Following Year	60
Use of Force	60
Firearms	60
Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment	60-63
Reporting Requirement to Law Enforcement	63
Due Process Afforded to Students Facing Long-Term Suspension or Expulsion	63-64

**SECTION FOUR
TITLE IX POLICY**

Title IX Policy	65-77
-----------------	-------

**SECTION FIVE
SCHOOL WELLNESS POLICY**

School Wellness Policy	77-80
------------------------	-------

**SECTION SIX
STAFF DIRECTORY AND CALENDAR**

Members of Board of Education	81
School Administration	81
Elementary Certified Staff	81
Elementary Support Staff	81
Elementary Calendar	82

**SECTION SEVEN
FORMS AND NOTICES**

Parent-Student-Teacher Compact	84
Student Handbook Receipt Form	85
District and Personal Technology Usage Agreement Form	86
Emergency Contact Information Form	87-88

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. Copies will be sent home on the first day of school that you must read, sign, and return no later than Monday, August 21, 2023.

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,
Jodi Fierstein
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: John Whetzal
Title: Superintendent
Address: 601 West 8th Street
Telephone: 402-879-3257 ext. 127
E-mail: jwhetzal@superiorwildcats.org

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.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 3053 – 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; 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:

John Whetzal, Superintendente
Superior de las escuelas públicas del distrito 65-0011
601 West 8th Street
Superior, NE 68978
(402) 879-3257 ext 127
jwhetzal@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 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.

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-5, 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.

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 to the superintendent using the form which can be obtained from the school office. 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 or for a child whom the student is parenting.
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 office 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.

Excessive Absenteeism-Excused

In the case of habitual excused absences the classroom teacher will contact the parent to discuss the concern. If absences continue to occur, the principal will contact the parent to meet and develop a collaborative plan to reduce barriers identified to improve regular attendance.

Excessive Absenteeism-Unexcused

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, The Attendance Officer may file a report with the appropriate county attorney.

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 at the beginning of the school day must report to the office before entering their classroom. The office will determine whether the tardy is excused or unexcused.

Tardiness

In the case of habitual tardiness the classroom teacher will contact the parent to discuss the concern. If tardiness continues, the principal will contact the parent for further discussion. If a solution is not found then a report will be made to the Department of Health and Human Services for Educational Neglect.

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. Report cards will not be delivered until all due bills have been paid.

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. If parents are unable to provide the consumable supplies for their child, they may contact the building principal for assistance.

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. Parents 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 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.

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, Safe2Help Nebraska, 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 (including smart watches)

Regulations on Use

1. Elementary students, grades PK-5, are prohibited from using cell phones and other electronic devices (including smart watches) 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 taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

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.

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. 157 or Jodi Fierstein (Elementary Principal) 879-3257 ext 225.

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 the use of fever-reducing medication. Symptoms subsiding.
Hand, Foot and Mouth	After fever is normal for 24 hours without the use of fever-reducing medication. Symptoms (sore throat, blisters on hands/feet/mouth) subsiding.
Head Lice	<u>Students should be treated and nits removed before returning to school.</u> Students will isolate personal articles if 3 or more cases occur within one week in a homeroom. Further information on page 29 of this handbook.
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	24-48 hours after treatment started and 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.

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; 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.

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

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. 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.

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: John Whetzal, Supt. at (402-879-3257 ext.127), jwhetzal@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: John Whetzal at Superior Public Schools (402-879-3257 ext. 127), jwhetzal@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 Jodi Fierstein, Elementary Principal at Superior Elementary School (402-879-3257 ext 225), jfierstein@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 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. 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 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 \$1.50 and adults \$2.25 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-5 is \$2.75. Lunch for 6-12 lunch is \$2.90 for students and \$4.00 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 five 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, 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

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. 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.

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 John Whetzal, 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, 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 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 Registration

During the 3rd quarter Parent-Teacher conferences, all prospective kindergarten students may be registered for the fall term during Kindergarten Registration. Children who will be **five** years of age on or before July 31st may register for the upcoming school year. 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 may assess fees for overdue, damaged, or lost materials, books, or equipment.

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Lockers and Other School Property

The school district own 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, 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.

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.

Parent and Family Engagement Policy - Title I

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. The written District Title I Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy is as follows:

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

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 the principal or school nurse if their student has any special health problems such as diabetes, asthma, or the like.

Parties/Private Party Invitations

Elementary classes may have seasonal parties during the year. Recognized room parties include those held for Halloween, Christmas, and Valentine's Day. 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.

Invitations for private parties and non-school sponsored events may only be distributed at school if every student in the child's classroom receives an invitation.

PBiS (Positive Behavior Interventions and Supports)

Superior Elementary is a Nebraska PBIS School. PBiS 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 Considerate, Accountable, Teamwork, and Safe (C.A.T.S.). We have implemented our school wide PBIS expectations in five 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 below:

Common Area Expectations

Location	<u>C</u> onsiderate	<u>A</u> ccountable	<u>T</u> eamwork	<u>S</u> afe
Hallways	<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>
Bathrooms	<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>

Cafeteria	<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>
Bus	<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>
Recess	<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>Use a safe pace 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 parking lot.</p> <p>Keep away from and stay inside the fence.</p>

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.
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

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the

victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

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.

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 p.m. Mondays-Thursdays. On Friday school begins at 8:10 a.m. and ends at 2:35 p.m. 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.

Elementary Daily Schedule

7:40-8:05 **Breakfast Served**

7:50 Non-breakfast students are permitted to go to their classrooms

8:05 **Entry bell rings**

8:10	Classes begin – Tardy bell rings
10:45-11:00	4-5 Recess
11:00-11:30	K-5 Lunch Period
11:30-11:45	K-3 Recess
3:35	Monday-Thursday Dismissal bell
(2:35)	(Friday Dismissal Time)
3:35-3:50	Teacher contact and prep time

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. 157.

Standardized Testing

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

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 \$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. **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. **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 \$100.

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 \$50. 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 \$400.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

- 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 **for elementary students**: 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.~~
- ~~— Family, Career, and Community 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. ~~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.~~

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	\$2.25
Student Regular Price	\$1.50
Student Reduced Price	\$0.30
· Lunch Program – Grades K-5	
Adults	\$4.00
Student Regular Price	\$2.75
Student Reduced Price	\$0.40
Extra Milk	\$0.45

~~**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 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 arrange 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 Pick-Up

Parents picking up elementary students should do so in the parking lot on the **north** side of the 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-5 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.

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 TWO 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

The school will report grades and/or academic progress to parents at least four times per year. The objective of grading guidelines shall be to quantify and report the academic achievement of each student. ~~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. A student's current grade in each course will be reported each quarter. ~~Quarter and Semester grades will be given.~~ The Grade-level Classroom 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.

**Superior Elementary School is ~~beginning to make a~~ transitioning to Standards-Referenced Grading. This year Standards-Referenced Grading will be used for Math. All core subjects will make the transition within the next few years. Information will be provided to parents at parent teacher conferences and through a variety of methods to explain how Standards-Referenced grading functions.

Superior School's Standards-Referenced Grading Scale is as follows:

- 4: Exceeds expectations- "I have a deep understanding of the standard and can demonstrate it in multiple ways"
- 3: Meets expectations- "I meet the expectations described in the standard and can do them independently"
- 2: Approaches expectations- "I'm getting close to meeting expectations and can do simpler parts independently"
- 1: Does Not Meet expectations-"I still need help and support from my teacher to do the simpler parts"

For subjects that have not yet transitioned to standards-referenced grading, the following grading scale will be used.

Grades K-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, 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%		

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 a majority of his or her work at school. If a student does not use his or her class work time wisely, he or she may need to complete the unfinished work at home. In addition, classroom teachers may assign meaningful homework that reinforces previously taught concepts and encourages family engagement; and averages 10 min/grade level (not to exceed 30 minutes). Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Students who struggle to complete assignment or who much spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal if needed.

~~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.~~

SECTION THREE STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

- The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
- Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
- The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
- Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
- Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

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 for 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

In-School Suspension

The building administrator may require a student to service in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean-up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their in-school suspension will face further disciplinary action.

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 following conditions: two days for every day missed.

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.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

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.

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 TITLE IX POLICY

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to

initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital

or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse by a person at least nineteen years of age with a person who is under sixteen years of age

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of

deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure.

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education

program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in

reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district

provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within three calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a

determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations.

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping**

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s),

decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

SECTION FIVE SCHOOL WELLNESS POLICY

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The district will use evidence-based strategies to develop, structure, and support student wellness.

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

b. The health curriculum will include information on good nutrition and healthy living habits.

c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate by grade level and ability.

- d. The district encourages parents and guardians to support their children's healthy eating habits by being role models in their own eating habits.
- e. Water will be made available to students throughout the school day.
- f. The district will participate in state and federal child nutrition programs as appropriate.
- g. Students will be provided sufficient time in which to eat school-provided meals.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Staff will provide opportunities for students to engage in physical activities throughout the school day.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- d. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will provide professional development, support, and resources for staff about student wellness.
- b. The district's lunchrooms will be attractive and well-lighted.
- c. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Pepsi logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process. The district will collaborate with public and private entities to promote student wellness. The district may partner with other individuals or entities in the community to support implementation of this policy.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those Programs.

b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:

(1) It shall not be sold in competition with school meals in the food service area during the meal service.

(2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.

(3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements

(4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

a. Compliance with this policy;

b. How this policy compares to NDE model wellness policies;

c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings. In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the superintendent's office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to reflect the USDA Final Rule) found at https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc.

**SECTION SIX
STAFF DIRECTORY AND CALENDAR**

MEMBERS OF BOARD OF EDUCATION

Matt Sullivan, President 402-879-1891
 Brad Biltoft, Superior 402-879-5841
 Matt Bargaen, Superior 402-879-5886

Krista Tatro, Superior 402-984-5370
 Peggy Meyer, Superior 402-879-1304
 Luke Meyers, Superior 402-879-1144

SCHOOL ADMINISTRATION

Supt. of Schools
 Secondary Principal
 Elementary Principal
 Director of Special Services
 School Maintenance Director
 Information Technology Director
 Transportation Supervisor
 Food Service Supervisor

John Whetzal	879-3257 Ext. 127
Jennifer Cady	879-3257 Ext. 116
Jodi Fierstein	879-3257 Ext. 225
Jodi Fierstein	879-3257 Ext. 225
Cody Fierstein	879-3257 Ext. 166
Logan Christiancy	879-3257 Ext.
Jeff Kimberly	879-3257 Ext. 204
Dusty Stevens	879-3257 Ext. 191

ELEMENTARY CLASSROOM

PALLS A	Mary Tietjen
PALLS B	Kara Smith
KGTN A	Emma Fynbu
KGTN B	Jocelyn Grube
Grade 1A	Kara Dauel
Grade 1B	Rachel Renz
Grade 2A	Abby Williams
Grade 2B	Tori Schoof
Grade 3B	Dana Henry
Grade 4A	Tricia Kuhlmann
Grade 4B	Nicole Fiegenger
Grade 5A	Judy Roach

ELEMENTARY SPECIALISTS

5th Band	Allison White
Vocal Music/Art	Tierney Casper
Library/Media	Sara Fuller
Physical Ed	Andrew Diehl
Title I	Heather Blackstone
Reading Specialist	Jenny Utecht
Resource Teacher	Courtney Baker
Resource Teacher	Cori Sheff
Resource Teacher	Courtney Utecht
S-L Pathologist	Mackenzie Trumble
S-L Pathologist	Alexis Schneider
Social Worker	Casey Zoltenko
Nurse	Megan McMeen

ELEMENTARY SUPPORT STAFF

Administrative Assistant	Rebecca Fullerton		
Resource Para	Janice Hatzenbuehler	Resource Para	Melissa Mikkelsen
Resource Para	Jeanie Keifer	Resource Para	Melissa Jensen
Resource Para	Melinda Duncan	Resource Para	
Communication Assistant	Nancy Hass		
Resource Para PreK	Dani Freeman	Resource Para PreK	Rebecca Lueking
Library/Media Para	Rhonda Freeman	Custodian	Teresa Richardson

Superior Public Schools Elementary School Calendar 2023-24

(subject to change)

August	8	PreK through 5 Open House - Students and Parents 6:00-7:00 p.m.
	10	First day of school for K-5 students! (PALLS begins Monday, Aug. 14)
September	1	NO SCHOOL - TEACHER INSERVICE
	4	NO SCHOOL - LABOR DAY
	13	Lunch Buddy Picnic
	26	School Pictures Grades PreK-2
	28	School Pictures Grades 3-5
	28	Parent - Teacher Conferences 1:30-4:30 & 5:00-8:00 p.m.
	29	NO SCHOOL - COMP DAY DUE TO PT CONFERENCES
October	13	End of first quarter (44 days)
	20	NO SCHOOL - TEACHER INSERVICE
November	22-24	NO SCHOOL PreK-12 STUDENTS - THANKSGIVING BREAK
December	4	Donuts with Grownups
	7	K-5 Winter Music Program at 6:30 p.m. & Scholastic Book Fair
	22	EARLY DISMISSAL 1:15 p.m. - WINTER BREAK
	25 - Jan. 5	End of second quarter (46 days). End of 1st semester (90 days) NO SCHOOL - WINTER BREAK
January	4-5	NO SCHOOL PreK-12 STUDENTS - TEACHER WORKDAY/INSERVICE
	8	School resumes for all PreK-12 students second semester
February	8	Parent - Teacher Conferences 1:30-4:30 & 5:00-8:00 p.m.
	9	NO SCHOOL - COMP DAY DUE TO PT CONFERENCES
	26	Family Fun Night - Movie Night
March	4	Books on Blankets
	8	End of third quarter (44 days)
	11-15	NO SCHOOL - SPRING BREAK
April	1	NO SCHOOL - PreK-12 STUDENTS EASTER BREAK
	9	Elementary Spring Music Program @ 6:30 pm
	12	NO SCHOOL - TEACHER INSERVICE
May	2	Family Fun Night - Fun Run & BBQ
	10	Kindergarten Visitation for the Kindergarten Class of 2024-25 Move Up Day for current elementary students
	13	Elementary Fitness Day
	16	EARLY DISMISSAL 1:15 p.m., Last Day of School for PreK-12 End of fourth quarter (42 days) End of 2nd semester (86 days)
	17	Teacher In-service/Work Day

SECTION SEVEN FORMS AND NOTICES

The section contains forms for students and parents to utilize during the school year.

Parent-Student-Teacher Compact (Page 84)

Copies of these forms will be sent home in your child's Red Folder and must be completed and returned to the school by: **Monday, August 21, 2023.**

Student Handbook Receipt Form (Yellow Form in Red Folder) (Page 85)

Superior Elementary District and Personal Technology Usage Agreement
(Blue Form in Red Folder) (Pages 86)

Emergency Contact Information Form (Green Form in Red Folder) (Page 87-88)

SCHOOL - PARENT COMPACT
Superior Elementary School
2023-24 School Year

(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
2023-2024**

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

The Superior Elementary School Student 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, 2023.**

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Superior Elementary Schools discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Superior Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

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 First and Last Name

Parent/Guardian’s Signature

Date

Student’s Signature
(K-2 optional, 3-5 required)

Date

**Superior Elementary
District and Personal Technology Usage Agreement
2023-2024**

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

Privileges – The use of the Superior Public Schools technology devices and 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 privileges, detention, in school and/or out of school suspension.

Students are expected to use technology devices and the Internet as an educational resource. The District hereby establishes the rules and regulations as outlined in the Computer Network Use by Students section of the student handbook.

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 rules and regulations as outlined in the Cell Phones and Other Electronic Devices section of the student handbook.

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.

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 by all rules and regulations of system usage as may 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 ELEMENTARY
STUDENT EMERGENCY CONTACT INFORMATION

(GREEN FORM will be sent home in student's Red folder separate from Handbook)

School Year 2023-2024

Student's Name

Parent/Guardian's Name

Address

City, State, Zip

Parent's Cell Phone

Email Address

Parent's Employer

Work Phone Number

Parent/Guardian's Name

Address

City, State, Zip

Parent's Cell Phone

Email Address

Parent's Employer

Work Phone Number

Other persons who may be contacted in case of emergency:

Name and Relationship to child Phone Number

Name and Relationship to child Phone Number

Choice of doctor Phone Number

STUDENT TRANSPORTATION INFORMATION

Day Care Contact Information *(if applicable)*:

Name

Phone Number

Regular Weekly Routine Information

Please indicate how your child gets to and from school in the spaces below:

Arrival

Dismissal

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

In case of early dismissal due to bad weather, my child is to go home:

_____ Same way as listed above

_____ Different *(please specify)* _____

****Please notify the elementary office of any changes in the information listed above. If you want your child to go home a different way, please notify the office by phone 402-879-3257 (option 2, ext. 252) or send a note with your child. Thank you for your help!***

Parent Signature

Date

SUPERIOR PUBLIC SCHOOL DISTRICT

**Staff Handbook
2023-2024**

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: John Whetzal, Superintendent, PO Box 288, Superior, NE 68978, jwhetzal@superiorwildcat.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 3053 – 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 (including gender identity and sexual orientation), 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 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

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; 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 calendar 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) calendar 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 calendar 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.

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.

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: John Whetzal at 402-879-3257 x 127, jwhetzal@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: John Whetzal at 402-879-3257 x 127, jwhetzal@superiorwildcats.org, PO Box 288, Superior, NE 68978, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact John Whetzal at 402-879-3257 x 127, jwhetzal@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.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the employee for child abuse and/or neglect;
- Any complaint or other administrative filing against the employee that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

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 \$2.25 per meal or lunches for \$4.00 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

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

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 and District Social Media 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 with 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.)

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 athletic director only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the athletic 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.

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 students 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 6-12

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, (3) received 20 credit hours in the immediate preceding semester, and (4) have not less than a 70% grade in two or more classes 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. Teachers will report grades to the office on Friday of the preceding week. 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 to 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

Certified staff who wish to take students off school property must request from their building principal at least ten calendar days prior to the date of the requested activity.

Grading Policy

A student is to be graded on academic performance. **A student's grade is not to 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.

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 listing of items and check out instructions can be found at <https://esu9.org/media-and-technology/media-and-equipment-library/>.

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. 8th 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 855-498-1224

Members of Board of Education

Matt Sullivan, President Superior 402-879-1891	Luke Meyers Superior 402-879-5852	Brad Billoft, Secretary Superior 402-879-5841
Peggy Meyer, Vice Pres. Superior 402-879-1304	Krista Tatro Superior 402-984-5370	Matt Bargaen Superior 402-879-5886

School Administration

Superintendent John Whetzal Superior, NE 785-294-2202	Business Manager Kim Williams Superior, NE 402-879-5391	Administrative Assistant Sharon Billoft Superior, NE 402-879-5889
Secondary Principal Jennifer Cady Superior, NE 308-382-6651	Secondary Secretary Stacey Shroyer Superior, NE 402-879-5153	
Elementary Principal Jodi Fierstein Superior, NE 402-879-5259	Elementary Secretary Rebecca Fullerton Superior, NE 402-879-1194	

Superior Staff 2023-2024

Elementary Teaching Staff

Emma Fynbu -----402-309-9587 -----Superior
Kindergarten

Jocelyn Grube -----402-257-7263 -----Oak
Kindergarten, Asst Volleyball

Kara Dael-----308-627-2113 -----Red Cloud
Grade 1

Rachel Renz-----402-450-7694 -----Superior
Grade 1

Abby Williams -----308-380-6471 -----Superior
Grade 2

Shaelynn Rothchild -----402-879-1947 -----Hardy
Grade 2

Dana Henry-----402-740-7695-----Oak
Grade 3

Tori Schoof -----402-621-0087 -----Ruskin
Grade 3

Tricia Kuhlmann -----402-200-1224 -----Superior
Grade 4

Nicole Fiegener-----402-801-9352 -----Byron
Grade 4, JH Volleyball

Courtney Baker -----402-879-1216 ----- Superior
Grade 5

Judi Roach -----308-249-6615-----Guide Rock
Grade 5

Tierney Casper -----402-710-1153 -----Superior
Vocal Music

Andrew Diehl -----402-879-5543-----Superior
Physical Education, Asst Football, JH Boys BB, Asst HS Track

Jennifer Utecht -----402-879-5549-----Superior
Reading Specialist

Heather Blackstone -----402-879-5301 -----Superior
Title I

Cori Sheff -----909-730-2666 -----Hebron
Special Education

Courtney Utecht -----402-870-2066-----Superior
Special Education, Homebase

Mackenzie Trumble -----402-621-0470 -----Nelson
Speech/Language

Secondary Teaching Staff

Corissa Arickx -----907-652-2001 -----Superior
Social Science, Asst Drama, Senior Class

Cheneal Benne ----- 785-374-3032-----
Art, Art Club

Kelsea Blevins -----402-274-7753-----Superior
Spanish, Junior Class

Kristene Boyles -----402-879-1018 -----Superior
Special Education, MS Sponsor

Alison Brittenham -----402-879-1454 -----Superior
Middle School English, Head Speech, Student Council, Sophomore Class

Cletus Corman -----402-984-1843 -----Hardy
Business

Melinda Duncan -----402-879-5769 -----Superior
FCS

Christina Ehlers -----402-469-5771 -----Superior
Math, Asst, Volleyball, Head Girls BB, Head JH Track, Freshman Class

Sara Fuller -----785-647-5071 -----Burr Oak
Business, Library, FBLA

Seth Going -----402-879-8136 -----Superior
Ag Education, FFA, Head Wrestling, Asst Football

Paul Heusinkvelt -----402-525-3895-----Superior
Physical Education, Head Football, JH Boys BB, Asst HS Track

Lisa Jameson -----308-530-1289-----Superior
Science/Biology/Physiology, Secondary Quiz Bowl

Cindy Mellott -----402-879-5369-----Superior
Special Education, Sophomore Class

Audrey Parks-----402-705-2631-----Carleton
Guidance Counselor, TeamMates

Nelsen Petersen -----402-405-9951 -----Superior
Social Science, Cross Country, Bowling, Asst SH Track

Ryan Renz -----402-879-5372-----Superior
Math, Asst Boys BB, Head HS Track, Junior Class

Melissa Schuster-----785-879-8988 -----Superior
 English/Soc Sci/Journalism, Yearbook, Flashlight, Student Council, Sr Class

Sydney Spiegel -----402-469-8034 -----Blue Hill
 MS Science, Asst Speech, Middle School Sponsor

Brent Thomas -----308-760-7900 -----Nora
 Ag Education, FFA, JH Football, JH Wrestling, Asst Wrestling, Fresh Class

Miranda Trowbridge -----402-909-2226 -----Clay Center
 English, Play Production

Allison White -----308-293-3783 -----Superior
 Vocal Music, Instrumental Music, Marching Band

Ashley Wulf -----402-432-4880 -----Guide Rock
 Special Education

Support Staff

Logan Christiancy -----402-879-1110-----Superior
 Tech Coordinator

Steph Corman -----402-987-6283 -----Hardy
 Athletic Director, Drill Team, Concessions, S-Club

Rhonda Freeman -----402-879-1396 -----Superior
 Elementary Library 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
 Secondary Special Education Paraprofessional

Jeanie Keifer -----402-879-5657 -----Guide Rock
 Elementary Special Education Paraprofessional

Melissa Mikkelsen -----402-879-5935 -----Superior
 Elementary Special Education Paraprofessional

Bev Czirr -----402-746-8090 -----Superior
 Secondary Special Education Paraprofessional

Christin Ayers -----402-879-5255 -----Superior
 Secondary Special Education Paraprofessional

Kohl Hiatt-----402-879-1153 -----Superior
 Secondary Special Education Paraprofessional

Audrey Morris -----402-803-8446 -----Superior
 Secondary Special Education Paraprofessional

Natalie Faust -----620-640-9364-----Byron
 Secondary Special Education Paraprofessional

Megan McMeen -----402-879-5208 -----Webber
 School Nurse

21st Century Learning Staff

Angie Ehlers, Project Director -----785-335-3100 -----Superior

PALLS Preschool Staff

Kara Smith -----402-879-1619 -----Superior
Teacher

Mary Tietjen -----402-879-5573-----Superior
Teacher

Danielle Freeman-----402-879-172-----Superior
Paraeducator

Rebecca Lueking -----308-832-7185 -----Superior
Paraeducator

Maintenance/Custodial Staff

Cody Fierstein -----402-879-1050 -----Superior

Missy Erickson -----402-879-1109 -----Superior

Samantha Houchin -----402-670-3570 -----Superior

Gwen Mohler -----402-879-5169 -----Superior

Teresa Richardson -----402-257-7117 -----Guide Rock

Kitchen Staff

Dusty Stevens -----308-440-8756 -----Superior

Shari Cornelius -----402-841-5354 -----Superior

Ann Hobson -----402-879-5250 -----Superior

Shannon Johnson -----402-879-1044 -----Superior

Transportation Personnel

David Allgood -----402-879-1881 -----Superior

Melanie Criss-----402-879-9006 -----Hardy

Sandee Heller -----402-257-2275 -----Guide Rock

Tammy Imler -----402-879-1482 -----Hardy

Jeff Kimberly -----402-519-0570 -----Superior

Marlin Rothchild -----402-631-3344-----Nelson

Katie Young -----402-879-9143 -----Hardy

Non-Teaching Extra Duty Staff

Brittany Carpenter (Girls Golf)

Derek Clark (Asst Football)

Jessica Diehl (Head Volleyball, Asst JH Track)

Jamie Henderson (Elem After School Enrichment)

Derek Hiatt (Asst Wrestling)

Sarah Kirchhoff (JH Girls Basketball)

Natalie Meyers (JH Volleyball)

Andrew Miller (Asst HS Track)

Mike Sander (JH Football)

Trent Siebecker (Head Boys Basketball)

Kirk Utecht (Asst Girls Basketball, 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.

Title IX Policy and Grievance Procedures

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact

information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to

unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a) which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or

other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and

risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and

board members will be trained on how to identify and report sexual harassment.

5.1.4.2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators. The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. Decision-Makers. The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. Investigators. The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. Reasonably Prompt Time Frames. This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. Range of Possible Sanctions and Remedies. Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. Range of Supportive Measures. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. Respect for Privileged Information. The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure

of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;

however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Determination Regarding Responsibility**

5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the

determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution

process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. **Recordkeeping.**

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not

prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual

harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

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



Superior Public Schools
601 West 8th St.
Superior, NE 68978
402-879-3257
www.superiorwildcats.org
#NebraskaWildcatNation



Instructional & Assessment Practices at Superior Schools

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.

TEACHING & LEARNING PRACTICES

A district-approved local curriculum will be used for each course taught at Superior Schools. The curriculum will consist of outcomes and components which are aligned to Nebraska state standards.

District-approved resources will be the primary resource used to teach the district's curriculum.

Research-based instructional practices will be used in all classrooms. Utilization of district-supported instructional strategies to support student growth and proficiency in the curriculum will be a priority.

Teachers will provide a specific learning target for the daily lesson.

Opportunities for intervention and enrichment will be provided to students based on data.

Teachers will check often for understanding. Feedback on student work will be given in a meaningful and timely manner.

"Learning is the constant; time is the variable."

HOMework

Homework is an opportunity for students to practice learned skills and demonstrate their level of understanding. It is used by the teachers to guide instruction and provide feedback to the students about their learning. Teachers are looking for quality, not quantity.

Elementary Teachers will provide meaningful homework that reinforces previously taught concepts and encourages family engagement which averages 10 min/grade level (not to exceed 30 minutes).

Secondary teachers will provide adequate class time to complete assignments. Assignments not completed in class will need to be completed at home. Homework may also be assigned as needed.

Homework performance is not an accurate portrayal of final proficiency or mastery. It's the path to learning. We grade students against standards, not the routes by which they achieve them.

Homework given for the purpose of additional practice will not be included in the student's academic score. Homework is a risk-free chance to experiment and practice with newly acquired skills without penalty.

ASSESSMENT

Teachers will use a variety of methods to measure individual progress and help students track student learning during a unit of instruction. Formative and summative assessments will be used to grade proficiency.

Quizzes or other checks for understanding (formative assessments) may be recorded as evidence of student learning.

REASSESSMENT

Students not demonstrating proficiency will receive additional instruction and practice to improve their learning. Reassessment opportunities will be provided to those students not demonstrating proficiency.

" Learning is the constant; time is the variable."

WHY IS THE DISTRICT STARTING TO USE STANDARDS-REFERENCED GRADING?

Standards-referenced grading provides better communication to students, parents, teachers, and administration on what each student knows and is able to do according to the identified outcomes.

The goal of Superior Public Schools is to improve student learning by reporting grades that are consistent, accurate, meaningful, supportive of learning, and the shift to standards-referenced grading is an effort to reach that goal.

Consistent: For each unit, a teacher will provide a proficiency scale that describes exactly what the student needs to know and do. Proficiency scales establish clear expectations for learning at the beginning of a unit and are referenced consistently throughout the unit and semester.

Accurate: By basing a student's grade solely on academic factors, the teacher creates a clear picture of what the student has learned without the influence of other factors. These factors, such as effort and attitude, are still essential, but are not part of the student's academic grade and are communicated separately.

Meaningful: A meaningful grade is one that clearly communicates what learning has taken place. In a standards-referenced classroom, scores are recorded by the unit outcome rather than by type, such as tests or homework.

Supportive of Learning: This approach supports learning by focusing on the outcome and components that have or have not been learned rather than on accumulating points to reach a certain total. The reassessment policy also supports student learning by allowing new levels of learning to replace old when a student shows improvement on an outcome.

PROFICIENCY SCALES

Proficiency scales are the heart of a standards-referenced grading system because they guide instruction and learning.

Proficiency scales display a progression of learning aligned to grade level outcomes and components. At Superior Public Schools, the following levels are used:

- 4 - Exceeds Expectations (above benchmark)
- 3.5
- 3 - Meets Expectations (benchmark)
- 2.5
- 2 - Approaching Expectations
- 1.5
- 1 - Does Not Meet Expectations



**EXCEEDS
EXPECTATIONS**



**MEETS
EXPECTATIONS**



**APPROACHING
EXPECTATIONS**



**DOES NOT MEET
EXPECTATIONS**

"Learning is the constant; time is the variable."

GRADING PHILOSOPHY AT SUPERIOR PUBLIC SCHOOLS

- All students are consistently held to high academic expectations, which include development of work ethic and social skills.
- Grading practices are fair and manageable, and support effective teaching and learning.
- Grading practices yield grades that are understandable and meaningful, and accurately reflect student learning.
- Teachers exercise professional judgment in their grading practices, using a preponderance of evidence.
- Procedures for grading are supported, monitored, and supervised by the school district.

GRADING PRACTICES

Grading Practice #1:

Only include scores that relate to the achievement of the component.

- Score based on individual achievement, not group score.
- Non-academic factors, which may include cheating, late or missing work, insufficient effort, lack of participation, and negative attitude, are reported separately and do not penalize proof of meeting the component.
- An "I" for insufficient evidence will be given if there is not enough proof which may include missing work, refusal to complete assessments. and will be replaced with a grade once sufficient evidence is provided.

Grading Practice #2:

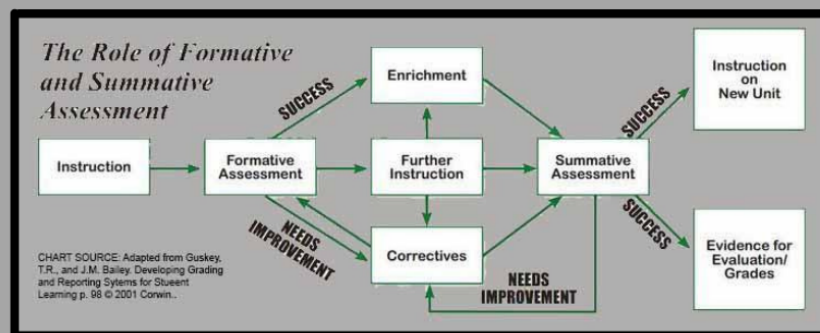
Use a variety of assessment methods to collect evidence of learning and proficiency.

- Evidence should include multiple, varying, validated assessments, which may include paper/pencil, verbal, labs, performance, and electronic measures.

Grading Practice #3:

Use grading and assessment procedures that support learning.

- Formative assessments will occur frequently to provide feedback towards mastery and guide instruction. Not all assessments need to be reported for achievements of components.
- A summative assessment will be given, but will not be the only evidence for a component.



The goal of frequent assessment is to modify learning. Formative assessments are scored and can be recorded but are mainly used to track student learning so that appropriate instruction can be planned. Including students in classroom assessment practices and scoring ensure that the expectations are clear to all, promotes student learning and encourages self assessment and mastery of the standards. Where learning is developmental and will grow with time, repeated practice and assessment provides evidence of progress.

"Learning is the constant; time is the variable."

RECORDING AND REPORTING GRADES

Elementary teachers will record grades in Otus. Formative and summative assessment measures will provide the teacher with pieces of evidence of the student's learning. At the end of an instructional unit a grade will be given, using the district's proficiency scale, for each outcome that was taught. This outcome grade will be reported to parents on the quarterly report card. Parents will also have access to the component grades through their parent account in Otus. Because moving from a traditional percentage report card to a standards-referenced report card is a process, the above grading practices will be fully in place for Math during the 2022-2023 school year. As other subject areas continue through the process of developing proficiency scales and common assessments, they too will be reported as standards-referenced grade. Until then, those subject area grades will continue to be reported in the same manner as previous years.

Secondary teachers will record grades in JMC as a traditional percentage report card. When all secondary courses complete the process of developing proficiency scales and common assessments, they too will transition to standards-referenced grading. Teachers may also use Schoology and Google Classroom to complete assignments.

Data collected on non-academic factors will be reported separately from the students' subject grade. This will be reported quarterly as Learning Attributes and include both areas of character development and skills for learning.

LEARNING ATTRIBUTES

Skills for Learning:

- Positive attitude towards learning
- Follows adult directions
- Demonstrates organizational skills
- Uses work time appropriately
- Stays focused during instruction
- Actively participates in classroom discussions
- Asks for help when needed
- Accepts help when needed

Character Development:

- Demonstrates positive attitude towards self
- Cooperates with others and solves peer conflicts
- Follows school and classroom rules
- Respectful to adults
- Continues to try when things are challenging
- Takes responsibility

"Learning is the constant; time is the variable."

GLOSSARY

Benchmark-expected level of proficiency at grade level

Common Assessment- same assessment that is given and graded by common grade level/subject classrooms at about the same time to collect data

Components- specific concept or skill necessary for students to know or do in order to perform the outcome

Formative Assessment- periodic assessment tool for learning that is used to adjust instruction for individual students or a whole class which may include exit tickets, quizzes, interim assessments, etc.

Learning Targets- learning objective for the day's lesson

Otus- online service that collects and monitors student data K-5

Proficiency scale- a progression of learning aligned to outcomes and components and associated with levels of performance. The proficiency scale provides specific information on what a student must know or do to achieve a particular score. Our district's 4 proficiency levels are:

- **Exceeds expectations**- "I have a deep understanding of the outcome and components and can demonstrate it in multiple ways"
- **Meets expectations**- "I meet the expectations described in the outcome and components and can do them independently"
- **Approaches expectations**- "I'm getting close to meeting expectations and can do simpler parts independently"
- **Does Not Meet expectations**- "I still need help and support from my teacher to do the simpler parts"

Reassessment- opportunity to assess again over a learning outcome

Standards/Outcomes- statement that describes what and/or how well students are expected to understand and perform

Summative/Outcome Assessment- a test, such as a unit test, that measures the student's knowledge or skills on the subject matter that has been taught

Supporting Resources

Sheridan County School District #1- Standards Referenced Grading Handbook for Teachers, 2018.

Excelsior Springs School District 40 Assessment and Grading Handbook, 2011.

Curriculum Leadership Institute "Gray Binder," 2022.

Shimmer, Tom. Grading from the Inside Out. Blomington, IN: Solution Tree Press, 2016.

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the 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.

A. 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.

B. 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 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.
Family and Consumer Science 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 \$100.

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 \$50. 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 \$400.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. Extracurricular Activities.

The 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	\$30.00 Covers admission to all home extracurricular events, excludes conference and NSAA activities.
Student participation fee	\$30.00 Required of all students who participate in athletics and/or other extracurricular activities. Includes season pass.
Future Business Leaders of America	Annual membership fee of \$10. Cost of attendance at State and/or National Conventions are the student's responsibility.
FFA	Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.

Art Club	Students must purchase the jacket and other attire.
Spirit/Yell Squad/Flag Corps	Annual membership fee of \$10
Football	Students must purchase uniforms and shoes selected by the sponsor and/or student group.
Golf	Students must provide their own football shoes, undergarments, and mouth guards.
Physical Education	Students must provide their own golf shoes, undergarments, and clubs.
Track, Volleyball, Wrestling, and Basketball	Students are responsible for the cost of off campus activities, if not graded.
FCCLA	Students must provide their own shoes and undergarments.
Foreign Language Club	Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
	Annual membership fee of \$10.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary 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. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$400 per course.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district 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 \$100.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students 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 \$0.10 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-and-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 charged by the district 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
 - Regular Price \$1.35
 - Reduced Price \$0.30

- Lunch Program - Grades K-4
 - Regular Price \$2.50

	Reduced Price	\$0.40
	Extra Milk	\$0.45
	Seconds	\$0.50 to \$1.50
•	Lunch Program - Grades 5-12	
	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. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

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 sponsor and/or student group.

14. Contributions for Secondary Grade 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 extra activities. The suggested donation to the class fund will be \$5 to \$100.

C. 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.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. 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.

F. 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.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be 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 school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: June 11, 2018

Revised on: July 8, 2019; June 12, 2023

Reviewed on: July 9, 2019; July 13, 2020; February 14, 2022

Student Fee Waiver Application

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the child on whose behalf you are requesting a fee waiver:

Part 2: Specific fee(s) for which you are requesting a waiver:

Part 3: Eligibility. Select ONE (a, b, or c) of the following:

- a. Check here if your child is eligible for fee waivers because he or she is a foster child.

Please attach official documentation from the agency sponsoring the child.

- b. Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.

Please attach a copy of one of the following:

- A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification
- A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF
- An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.

c. _____ Check here if you are claiming your child is eligible because your household income is less than 80% of poverty level.

Please complete the following:

Name

(list everyone in your household)

Last month's income and how often it was received

Example: \$100/monthly, \$100/twice a month, \$100/every other week

Check if no income

	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____ /	_____
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____ /	_____
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____ /	_____
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____ /	_____
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____ /	_____
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____ /	_____

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the **name** of the person who received the income, the **date** it was received, **how much** was received and **how often** it was received.

Acceptable documentation includes:

Jobs: current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

Social Security, Pensions, or Retirement: A notice of eligibility from state social security office, check stub, or letter from Workers' Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

Part 4: Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child's eligibility for fee waivers to school personnel as necessary to affect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school District.

Sign here: _____

Date: _____

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance. All Dates & Locations Tentative & Subject to Change

Events & Networking - <https://members.nasbonline.org/events>



Your Monthly Board Agenda Update Video Links from NASB

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



ALICAP Summer Safety Workshops - July 10 - Gering

ALICAP Summer Safety Workshops - July 11 - Kearney

ALICAP Summer Safety Workshops - July 12 - Lincoln



Area Membership Meeting - August 22 - Valentine

Area Membership Meeting - August 23 - Gering

Area Membership Meeting - August 24 - York

Area Membership Meeting - August 29 - North Platte



Continued on Page 2



Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

The Nebraska Association of School Boards provides programs, services and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBonline.org

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

PAGE 2



Area Membership Meeting - September 6 - Norfolk

Area Membership Meeting - September 13 - Kearney

Area Membership Meeting - September 19 - La Vista

Area Membership Meeting - September 20 - Fremont

Area Membership Meeting - September 27 - Nebraska City



YOUR 2023 PLATINUM AFFILIATES



If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>



Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

The Nebraska Association of School Boards provides programs, services and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBOnline.org

July BOE Meeting - Superintendent Notes
Superior Public Schools
July 10, 2023

1. Construction update
 - a. According to the contractor, we are approximately three weeks behind schedule. There is a progress meeting next Tuesday at 9:00 am if anyone would like to attend. The admin team will have plans in place for any possibility once I have had a discussion with the Fire Marshall.
2. Student Meals will be free for the next four years. We will be reimbursed at the free rate for 64.9% of our students. The remaining 35.08% of our students will be reimbursed at the paid rate. I would recommend waiting for a year before considering changing adult meal prices. This will allow us to evaluate what the consistent reimbursement rates will do with that account.