

Special Committee of the Whole Meeting of the
Kearney Public Schools Board of Education
Wednesday, August 9, 2023 5:00 PM
1st floor Administration Building Conference
Room
320 W 24th St
Kearney, NE 68845-5331

1. Call to Order

2. Open Meetings Act Announcement

This is an open, public meeting of the Kearney Public Schools Board of Education and a copy of the Open Meetings Act is posted in this room.

3. Roll Call

4. Approval of Agenda

Move to approve the agenda for the meeting, as presented.

5. Agenda -

5.A. Preview the August 14, 2023 Regular Board of Education Meeting Agenda -

5.A.I. Recognition of Carol Kreutzer, FCS Teacher at Kearney High School

5.A.II. SRO Annual Report

5.A.III. Construction Update

5.A.IV. Board Report on Foundation Activities

5.A.V. Second and Final Reading Approval of New and Revised Board Policies

5.A.VI. Acceptance of the KHS Band Parents Annual Self-Audit Report for 2022-2023

5.A.VII. Acceptance of the Northeast PTO Annual Self-Audit Report for 2022-2023

5.A.VIII. Approval of Kearney Public Schools PreK-12 Universal Student Handbook and Addendums, and KHS Activities Handbook

5.A.IX. Approval of the Kearney Public Schools Certified, Classified/Classified Exempt and Substitute Employee Handbooks for the 2023-24 School Year

5.A.X. Approval of the Kearney Public Schools 2023-24 Facilities Handbook

- 5.A.XI. Approval of Certificated Employment - Luciano Insua
- 5.A.XII. Approval of the Revised Memorandum of Understanding with the Merryman Performing Arts Center
- 5.A.XIII. Approval of the Memorandum of Understanding with UNK for Dual Credit Classes
- 5.A.XIV. Approval of the Memorandum of Understanding with Central Community College for Dual Credit Classes & Addendum
- 5.A.XV. Approval of Memorandum of Understanding with CCC for Auto Instructor
- 5.A.XVI. Approval of Addendum to the Memorandum of Understanding with the City for SROs
- 5.A.XVII. Approval of Kearney Public Schools Emergency Operations Plan
- 5.A.XVIII. Set Date for Special Budget Retreat Meeting
- 5.A.XIX. Set Date for Annual Budget Hearing & Special September Board Meeting
- 5.B. Jobs for America's Graduates Presentation/MOU discussion
- 5.C. Safety Audit Presentation
- 5.D. Park Elementary Boundary Purchase Agreement
- 5.E. Board Meeting structure/Publications/Review upcoming meeting schedule
- 5.F. A.I. Policy discussion
- 6. Adjournment
 - Move to adjourn the meeting.



KEARNEY
PUBLIC SCHOOLS
OWN *Your* FUTURE

PreK -12
HANDBOOK
2023-2024



Welcome to Kearney Public Schools!

It is my privilege as Superintendent to work firsthand alongside our dedicated Kearney Public Schools staff and our amazing students and families. Kearney is a community connected by education and is devoted to our quality school system. We maintain high standards in academics, arts, and athletics to remain a pinnacle of educational institutions against which many other districts are measured.

The learning environments in our schools serve as a premiere platform to engage our students throughout their educational journey. Thanks to our supportive community, Kearney Public Schools continues to remodel and construct new classrooms, while adding programs that will make teaching and learning more productive.

At Kearney Public Schools, we know the importance of providing a customized, tailored approach to educating each child which makes our students and our district successful. We offer a wide range of activities and student organizations to promote curiosity, involvement, and areas for all students to harness and develop their interests. From our student champions in academics to our state champion arts programs and athletic teams; Kearney Public Schools has demonstrated success on the local, state, and national levels.

I am proud to serve this highly successful system. At Kearney Public Schools, we are confident that our students are entering the world well-prepared, well-rounded, and well-educated.

We encourage you to become our partner in education and experience our award-winning school district.

Jason Mundorf
Superintendent

BOARD OF EDUCATION



Drew Blessing



Dave Brandt



Steve Gaasch



Kathy Gifford



Paul Hazard



John D. Icenogle

OUR SCHOOLS

PRESCHOOL

Bright Futures Preschool	Megan Schmidt, Administrator	1511 5 th Ave.	698-8050
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ELEMENTARY SCHOOLS

Bryant Elementary	Dustin Mitchell, Principal	1611 Ave. C	698-8190
Buffalo Hills Elementary	Jenn True, Principal	6110 11 th Ave.	698-8290
Central Elementary	Teresa Schnoor, Principal	300 West 24th St	698-8040
Emerson Elementary	Meredith Johnson, Principal	2705 Ave. E.	698-8270
Glenwood Elementary	Tracy Schall, Principal	8105 9th Ave	698-8240
Kenwood Elementary	Jill Clevenger, Principal	915 16 th Ave	698-8200
Meadowlark Elementary	Mark Stute, Principal	1010 East 53rd St	698-8210
Northeast Elementary	Cathy Gundersen, Principal.	910 East 34th St	698-8230
Park Elementary	Chance Waggoner, Principal	3000 7th Ave	698-8280
Windy Hills Elementary	Jason Calahan, Principal	4211 20th Ave	698-8220

MIDDLE SCHOOLS

Horizon Middle School	Amber Lewis, Principal	915 w. 35th St	698-8120
Sunrise Middle School	Mark Johnson, Principal	4611 Ave N	698-8150

HIGH SCHOOLS

Kearney High School	Jeff Ganz, Principal	2702 W. 11th	698-8060
Hanny Arram Center	Jason Owens, Principal	3907 6th Ave.	698-8111

ADMINISTRATION OFFICES

Superintendent's Office	Jason Mundorf	698-8002
Associate Superintendent/Finance	Dr. Chris Loofe	698-8006
PK-5 Education Director	Sara Paider	698-8021
6-12 Education Director	Clint Edwards	698-8020
Human Resources	Dr. Melissa Herrmann	698-8012
Special Education	Melisa Dobish	698-8017
Student Services & Security	Dr. Dan Endorf	698-8005
Student Enrollment Office	Sarah Larsen	698-8029
Communication & Marketing	Tori Stofferson	698-8028
Kearney Public Schools Foundation	Lisa Parish	698-8030
Transportation	Jason Sutton	698-8261
KCLC - After-School Program	Michelle Arehart	698-8053
Bearcat Diner	Kate Murphy	698-8160
Facilities	Trent Bosard	698-8250
Technology	Troy DeHaven	698-8014

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ADMISSIONS

The following students shall be admitted to the Kearney Public Schools:

1. Emancipated minors residing in the district
2. Residing in the district with a parent or legal guardian who is a resident of the district
3. A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a state-approved special education program, may be enrolled in the School District to the extent required by law. In such an event, costs of education and transportation are to be paid by the state, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward. A child who is a ward of the state or court who resides in the School district in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such a school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student. A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following:

First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school districts agreeing to have such other school districts provide the educational services.

Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the School District in which the child resided immediately prior to such placement.

4. Student's residing in the district with a parent or guardian who, having entered public service of the State of Nebraska, is residing within the district for temporary purposes incidental to serving the state
5. Unaccompanied Youth - A homeless child or youth living in the district who is not in the physical custody of a parent or guardian.
6. Students approved for the option enrollment program per policy 5006
7. Students participating in an approved foreign exchange program
8. Children of divorced parents if either parent resides in the district
9. A child residing in a group home, skilled nursing facility, foster home, shelter, or other similar residential facility which is located in the district and which has legal or actual charge or control of the child.
10. Adults, age 19 or 20, residing in the district who have not completed high school
11. A **homeless** or "in transition" person who is physically present in the district, or who resided in the district immediately prior to becoming homeless or "in transition". Homeless or "in transition" is defined as a child who lacks a fixed, regular, and adequate nighttime residence; and includes: (1) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; (2) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; children or youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in circumstances described in items 1-3. The term "homeless", "homeless individual" or "in transition" does not include any individual imprisoned or otherwise detained by an Act of Congress or State Law.

Any student who is designated as "homeless" or "in transition" is eligible for support with instructional needs and accommodations to allow students to attend school. Once a school has been selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled, even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health

records, proof of residency, or has missed any application or enrollment deadlines during any period of homelessness. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record and shall not be deemed to be directory information. To access support for homeless or "in transition" needs, call the Registrar, Sarah Larsen, at 308-698-8029.

12. Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act.

For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Resident students who have been expelled from the district will be eligible for academic credit upon successful completion of approved alternative courses, or programs. Students will be advised in writing of the availability of alternative courses or programs.

If a parent/guardian refuses to permit an expelled student to participate in an alternative school, class, or program, the District will have no further obligation to the student, parent/guardian with regard to providing an alternative school, class, or program except as required (under the IDEA and NDE Rule 51) for special education students.

Military Families: If a parent presents documentation to the District of military orders that a military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's student. Students may be admitted to the Kearney Public Schools, at the district's discretion, who are:

1. Nonresident tuition students;
2. Students whose residence in the district ceases during the school year, who may be allowed by the district to continue attending school for the remainder of the school year without the payment of tuition; and,
3. Non-resident students who may be admitted without the payment of tuition, if they are in the actual physical custody of a resident of the school district and are not residents of an adjoining district, and the school board determines that the pupils would otherwise be denied guaranteed free common school privileges.

13. Part-Time Enrollment of Non-Public School Students-

The Board of Education shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students." For more information please reference policy 5004.

Birth Certificate

Upon admission to the Kearney Public Schools, the parents/legally appointed guardian of any child preschool to grade 12, shall furnish a certified copy of the student's birth certificate issued by the state in which the child was born; or when an official certificate is unattainable, other reliable proof of the child's identity and age (i.e. naturalization or immigration documents showing date of birth, or official hospital birth records) accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. If the parent/legally appointed guardian fails to comply with this request within thirty (30) days, the school shall notify them in writing that they need to comply within ten (10) days.

If compliance is not obtained within that ten (10) day period, the school shall immediately report the matter to the Kearney Police Department for investigation. If the affidavit requested appears inaccurate or suspicious in form or content, this shall be reported immediately to the Kearney Police Department.

CHANGE OF ADDRESS

Any changes of address, telephone number, emergency reference, place of employment, or doctor should be reported to the school.

Elementary & Middle School Boundaries & Student Placement

The district has established boundaries for elementary and middle school attendance areas. Current attendance boundary information is available at the Administration Office. Students are expected to attend neighborhood school sites. However, because of facility and personnel limitation considerations, students may be assigned to particular elementary or middle school sites to maintain an appropriate class size, as established by the district. District administrators may place students at a building site for the purpose of special programming.

Elementary and middle school students must register at the Kearney Public Schools Enrollment Office at 320 West 24th St. Registration requires visible evidence of establishing a residence in the school attendance area in which the student wishes to be placed.

An “elementary attendance center” in this district shall mean a building in which education is offered in one or more of the grades – kindergarten through grade five. Only grades kindergarten through grade five at any such building shall be considered a part of or defined and designated as constituting an elementary attendance center. The designation of and definition of “elementary attendance center” as used herein shall also apply to the terms “elementary facility” or “elementary school.”

For admission information and forms contact the KPS Registrar at 308-698-8029 or go online to:

<https://www.kearneypublicschools.org/enrollment>

Residency Requirement

To be a legal resident, a student must permanently reside within the boundaries of the school district with either his or her parent(s) or legal guardian(s), or other person or be an emancipated individual. All students are required to show proof of residency.

Students who are unable to meet this requirement of residency, except as otherwise provided or required by law, shall be denied admittance to school unless they comply with the requirements set forth in the board's policy related to non-resident students.

Except as otherwise provided by law, the administration shall, when there is a question about whether a student meets the requirements, require an affidavit (Application for Admission and Power of Attorney) of the student's parent(s) or legal guardian(s) or other persons who are responsible for the student's supervision and support, attesting that they reside within the district, the student resides with them permanently on a day-to-day basis, and they provide for the support of the student.

Failure on the part of the student's parent(s) or legal guardian(s) or other person/s to provide the administration with such evidence shall be deemed as evidence of non-residency and the student in question shall immediately be denied admittance to the school until proof of residency is provided the administration, unless they are emancipated.

In cases of denial of admission, applicants shall be informed of appeal procedures. The Board of Education may waive this requirement for a period of time not to exceed the remainder of that school year, provided the parent(s) or legal guardian(s) or other person(s) present other reasons for the board to waive the requirements of this policy.

Transfers & Withdrawals

The parents of students who are moving out of their attendance center are required to report to the office information regarding the anticipated date of withdrawal. At this time, they are to check in to the teacher, all books and supplies which have been loaned to them by the school.

Parents may request a transfer of their child to another Kearney Public school outside their neighborhood area by filing a request for voluntary transfer with the Enrollment Office.

This application for transfer must be repeated each year that the parent wishes to have the child attend a school that is not their neighborhood school. Placement remains until the space is needed for resident students. Determinations on transfer requests will be made at the beginning of each school year.

Resident students always have priority over voluntary transfer students.

Extreme discipline situations at the receiving school may generate cause to return the student to his/her neighborhood school. Parents who voluntarily transfer their child to another school, are responsible for transporting the child to that school.

PRESCHOOL

Kearney Public Schools offers a KPS grant-supported "Bright Futures" center-based preschool program for students that qualify through designated criteria. These programs are available based on criteria for family need.

Criteria

- Birth to 3-years-old - Home Visitation Program
- 18 months to 3-years-old - Toddler Program – Center-based
- 3 & 4-year-olds – Preschool - Center-based

Application

Parents must submit an application request. Students are selected based on meeting some of these criteria:

- Family's income level
- Children who are learning English as a second language
- Children who were born prematurely or with low birth weight
- Children of teen/single parents
- Children with delayed language or other risk factors

Additional students are selected on a sliding fee tuition basis, as space is available.

The programs focus on relationship-building, family engagement, language/social development and learning readiness. The goal is to prepare students with the behaviors and dispositions for successful transition into kindergarten. The center-based programs meet Monday through Friday. There is a family night component. Programs are housed at 1511 5th Avenue. Application forms may be obtained at the Enrollment Office at 320 West 24th Street. For more information, call 308-698-8021.

KINDERGARTEN

The Kearney Public Schools provide an all-day kindergarten program.

Entrance Requirements

Children shall be eligible to enter kindergarten in the Kearney Public Schools at the beginning of the school year, if they meet the following criteria:

1. They have reached the age of five (5) years on or before July 31 of the calendar year in the school year in which the child is seeking admission, or
2. They will reach the age of five (5) years on or after August 1 and on or before October 15 of such school year, if the parent or guardian requests such entrance and provides an affidavit stating that: (1) the child attended kindergarten in another jurisdiction in the current school year, or (2) the family anticipates a relocation to another jurisdiction within the current year; or (3) the child has demonstrated through a recognized assessment procedure approved by the Board of Education that the child is capable of carrying out the work of kindergarten.

Early Admission to Kindergarten

The following assessment procedure for determining if a child is capable of carrying out the work of Kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children. At a minimum, eligibility for admissions shall be based upon an analysis of the child's:

- A. cognitive ability,
- B. emotional/social development,
- C. language skills, and
- D. fine motor skills.

The kindergarten early entrance assessments are conducted based on parent requests. Decisions regarding early kindergarten entrance shall not be made based on race, (skin color, hair texture and protective hairstyles), color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Early entrance children must:

- Turn 5 years of age between August 1 and October 15
- Are selected on the basis of screenings by district approved professionals trained and certified to administer the screenings that will produce evidence of strength in the aforementioned skills.

At the discretion of the Superintendent or designee, the screenings may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required screenings completed by reputable professionals and to submit the results of such screenings to the School District.

Children shall be eligible to enter first grade at the beginning of the school year, even if they have not attended kindergarten, but are six years of age or will be 6 years of age on or before October 15 of the current school year, and school officials determine that such grade level is the appropriate placement for the child.

These are some of the things that the school has found to be most helpful to a child's welfare and subsequent school success:

1. Adequate sleep
2. Ability and opportunity to play with other children
3. Knowing the way to and from school and where to go after school
4. Being allowed to do tasks that can give them a sense of achievement
5. Respecting the rights of others
6. Following these safety precautions
 - Walking on the sidewalks
 - Looking both ways before crossing the street and crossing the street at the end of the block
 - Not accepting a ride from a stranger
7. Regular attendance at school.
8. Arrival at school on time.

Reading/Math Readiness in Kindergarten

A child learns to read and write by reading and writing. Quality literature motivates learning of concepts and reading skills. The child is given a variety of materials and strategies in order to practice these skills and discover new ones. Recognizing names and words, observing and discussing printed signs, looking at and describing pictures, listening to stories and books are all good reading and writing experiences for the kindergarten child. Developing a sense of numerical literacy is the focus of the kindergarten math program. For a child to learn mathematical concepts effectively, he/she must have the opportunity to manipulate concrete materials.

The kindergarten student is given the opportunity to use real objects so he/she can practice and form the basis for the development of mathematical skills and understanding mathematical concepts.

A strong emphasis is placed on working with patterns, recognizing and forming them, as well as drawing conclusions from problem-solving activities in order for the young child in kindergarten to experience mathematics in a meaningful way.

A wide variety of language and math activities may take place in work centers arranged throughout the room, depending upon the developmental level and interest of the child. Independent activities in the work centers enable a child to pursue different yet appropriate ways of extending his/her reading, writing, and math experiences. Kindergarten children need to be actively involved in their learning process for them to be successful.

Teacher and Parent Cooperation

When you bring your child to kindergarten, he/she will be with a teacher who knows and understands child development. We have found, in most cases, that the child's first days in school and the days following will be more successful if the parents do not remain at school.

We feel it would be better for the parents to visit after the transition from home to school has been accomplished. These first weeks constitute an important period of satisfactory adjustment.

If the teacher can have an opportunity to be alone with the children while they are making the adjustment from home to school, it will be more successful.

We do encourage parents to visit after the transition period. We are anxious for you to see your child working and playing as a member of his/her group and also to have you become acquainted with the various classroom activities. The kindergarten teacher does not take the place of the parents, but continues the training the parent has begun. The teacher needs the parent - the parents need the teacher, in order that the child can develop fully his/her potential to be a useful human being.

Together, the home and the school help the child to learn not only to live successfully today as a child, but also to live tomorrow as an adult.

CURRICULUM & ASSESSMENT

Assessment

The district assessment program complies with state law and local policy. All students in grades K-5 are assessed using the (MAP) Measures of Academic Progress assessment. MAP is used to measure learning in mathematics and reading. MAP is an adaptive, computer-based assessment that provides each student with an individualized assessment of their learning progress. MAP is administered one to three times during the school year.

Student performance on state standards is measured by participation in the NSCAS (Nebraska Student-Centered Assessment System) tests provided by the Nebraska Department of Education (NDE). All students in grades 3-8 participate in the NSCAS (reading) and NSCAS (mathematics) assessments.

In addition, students in grades 5 & 8 take the NSCAS (science) test. Student scores from the NSCAS tests are provided by NDE and distributed to parents by each building.

Specialized testing is individually conducted for placement decisions for programs such as resource, speech, Title I, and English Language Learners.

Parents receive updates on student progress throughout the year with teacher notes, teacher calls, formal quarterly report cards, and parent- teacher conferences. Portfolio collections show student progress over time. Parents are encouraged to ask questions about the standards/assessment program by calling the building principal or the district assessment director.

Parents are encouraged to contact their child's teacher or principal whenever they need information on student progress. Report cards will be made available to parents quarterly. Promotion of students shall be based upon the student's satisfactory completion of the prescribed work, taking into account the student's special programming. All students are expected to work at a level commensurate with their ability.

American Civics Education

Nebraska law requires that all social studies courses must include and adequately stress contributions of all ethnic groups to the development and growth of America into a great nation; to art, music, education, medicine, literature, science, politics, and government; and to the war services in all wars of this nation.

In at least two of the three grades from the 5th grade to the 8th grade in all public and private schools, time must be set aside for the teaching of American history from the social studies curriculum, which must be taught in such a way that all students are given the opportunity to: become competent, responsible, patriotic, and civil citizens who possess a deep understanding of and respect for the U.S. Constitution and the Constitution of Nebraska; and prepare to preserve, protect, and defend freedom and democracy in our nation and our world.

The social studies curriculum in the district will incorporate one or more of the following for each student:

1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by the U.S. Citizenship and Immigration Services prior to the completion of 8th grade and again prior to the completion of 12th grade with the individual score from each test for each student made available to a parent or guardian of the student; or
2. Attendance or participation between the commencement of 8th grade and completion of 12th grade in a meeting of a public body as defined by Section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
3. Completion of a project or paper and a class presentation between the commencement of 8th grade and the completion of 12th grade on a person or persons or an event commemorated by a holiday, as indicated below, or on a topic related to such person or persons or event.

Appropriate patriotic exercises suitable to the occasion must be held under the direction of the Superintendent in every public and private school on:

- George Washington's birthday
- Abraham Lincoln's birthday
- Dr. Martin Luther King, Jr's birthday
- Native American Heritage Day
- Constitution Day
- Memorial Day
- Veterans' Day
- Thanksgiving Day

...or the day or week preceding or following such holiday, if the school is in session. In addition, appropriate exercises may be held on Flag Day and State Fire Day.

Classroom Exemption

The Kearney Public Schools recognizes the vested interest that parents and/or guardians have regarding the education of their children. On occasion, parents and/or guardians may find that the curriculum of the school contradicts the religious, cultural, or family belief systems of an individual.

These individual differences in beliefs and values may be found in units of study associated with any area of the social sciences, humanities, arts, sciences, and/or other curriculum areas.

Parents and/or guardians must provide a written request for an exemption.

In recognition of parental/guardian interests, and the potential for contradictory values or beliefs, the Kearney Public Schools may allow students to opt out or be exempted from a limited number of units of study in required or elective curriculum. Questions about the opt out policy should be directed to the school principal.

Library

Kearney Public Schools library material selection policies require our libraries to provide materials that stimulate growth and knowledge, literary appreciation, support the curriculum, and provide materials on both sides of opposing issues. Our school libraries have a responsibility to serve all of the readers in our care. Students are not only different ages; they arrive at school with different reading levels, different backgrounds, and different experiences that have shaped their lives. We have a responsibility to offer a wide range of book choices that meet all of their diverse needs. Some of the materials in our media center would have content some individuals or families find offensive or outside of their families' moral values and philosophies.

We respect your right to help your student choose reading material. Your student's ability to check out library materials or access their classroom teacher's personal library can be provided freely with your consent or only after you are consulted on what your child is checking out. We hope that you see this as a proactive effort to enlist our parents in determining what they would like for their children while not limiting the learning opportunities or reading enjoyment of others.

The KPS School or Classroom Library Materials Check Out Policy can be found on the district website at www.kearneypublicschools.org and we will ask all students to sign and return a copy of this policy to determine parental preferences with their children checking out our library books. Children without signed permission forms will be unable to check out books until we have a form on file.

1. When items are not returned by the due date, they are placed on an overdue list, and students are notified at least weekly through their classroom teachers that they have overdue materials
2. The library media specialist may contact a student's parents or guardians and/or restrict a student's library media center privileges when the student continually has overdue items, or has items overdue for an excessive length of time.
3. If a student reports an item lost, parents or guardians will be notified. When items are lost or damaged, students will be charged according to the fee schedule
4. If the lost item is found and returned prior to the end of the school year, the money will be refunded.
5. If a student damages a library book or textbook, a charge for repair or rebinding may be made at the discretion of the library media specialist.
6. Each building may institute its own procedures so that this policy is carried out fairly and efficiently.

Progress and Promotion

Parents shall be kept informed of student progress through the use of progress reports and conferences. Parents are encouraged to contact their child's teacher or principal whenever they need information on student progress. Report cards will be made available to parents quarterly. Promotion of students shall be based upon the student's satisfactory completion of the prescribed work, taking into account the student's special programming. All students are expected to work at a level commensurate with their ability.

EMERGENCY RESPONSE PLAN

Physical protection of every school pupil is a responsibility that rests upon all officials involved in administering educational programs. Not only are they concerned with school safety as it relates to the traditional school environment, but they also take every reasonable precaution to protect pupils from possible disaster. [Safety & Security Website](#)

Emergency Response Manual

Preparedness for such emergencies starts with planning, and planning starts with basic state and local policy translated into administrative procedures which are included in the district's EMERGENCY RESPONSE MANUAL.

All school personnel are provided a "Kearney Public Schools Emergency Response Checklist" and are inserviced on handling situations resulting from disasters which include: careful planning to meet emergency situations, assignment of responsibilities, pupil instruction, organized teacher/pupil action for each type of disaster, and appropriate responses achieved through regular fire, tornado, lockdown, lockout, and evacuation drills.

Topics covered in the EMERGENCY RESPONSE MANUAL:

- crisis identification/I Love You Guys protocol
- fire
- tornado
- winter storm/blizzard
- bomb threat
- lockdown
- intruder in the building
- evacuation of the school to another location
- hazardous materials/shelter in place
- abduction of a student
- student/staff death
- suicide risk
- medical emergency
- transportation protocol

Preventive Programs & Activities

In addition to emergency procedures, the district actively promotes a preventive approach to district-community security by working with the following school safety programs:

- Kearney Public Schools building-level safety and security committees
- Kearney Public Schools Security Committee
- "I Love You Guys" Foundation five-component action plan
- Threat assessment team

The school district works frequently with Emergency Management Services and law enforcement officials (SROs) to continue important communication and cooperative response efforts. The school district also engages the services of outside experts to conduct an annual security audit to meet NDE Rule10 requirements.

At Kearney Public Schools, we are committed to safety. We are actively engaged in many activities which can be considered school safety issues, and we are constantly working to improve in all areas, but especially in the area of safety. If you have any questions about the Emergency Response Plan in your child's school, please contact the school principal.

When school must be closed because of bad weather or other emergencies, announcements will be made by the superintendent or his/her designee on radio and television, as promptly as possible.

The superintendent or his/her designee will also send an automated phone message to every family in the school district through the district's automated messaging system. PLEASE DO NOT CALL THE SCHOOLS. School telephones must be available for emergencies. Students who ride the bus can expect the bus schedule to be delayed during bad weather.

Every building in the district has a specific evacuation alternate site or sites, if needed. Those sites will be shared with parents.

Parents may reserve the right to keep children at home and/or to pick them up early on days of inclement weather; however, the school district does advise parents not to remove their children from their attendance center during an emergency "warning" situation, until an "all clear" is given and it is safe to travel within the community.

The district also has "Student Pick-up Procedures for Parents" in place for parents to sign their children out of school, if they wish. Please notify school officials when your child is being kept at home or is being picked up early due to the weather. This will aid the school in accounting for each child.

Drills

The school laws of Nebraska require that each school hold at least two fire drills the first 30 days of school and eight additional fire drills during the school year for a total of 10 drills. Students are taught to leave the building quickly, quietly, and in a safe, organized manner. Students will not be allowed to go to their lockers for extra clothing when a fire drill is taking place. State law also requires schools to conduct two tornado drills per year. Schools also engage in one evacuation drill and one lock-down drill per school year. Evacuation drills could involve evacuation of students to the school's designated alternate site.

Transportation Protocol - All pupils shall also be given an opportunity to participate in school bus evacuation drills, including those pupils who ride a bus only on special trips.

Please call your building principal if you have questions about drills conducted by your school. These drills are conducted in an effort to achieve maximum preparedness in case of an emergency situation. Your school will also have an established student pick-up protocol in case of certain emergencies.

FOOD SERVICE

All students are encouraged to make use of the cafeteria services provided by their school. We ask that students conduct themselves appropriately observing the regulations and manners set forth by the cafeteria supervisor at all times. If a student prefers to bring lunch from home, they will also eat it in the cafeteria.

Milk or juice may be purchased separately. No food is to be taken from the cafeteria. Students are expected to take their trays to the receiving table when they are finished eating.

All students will use their student ID number to purchase a meal or an item from the cafeteria. Your student will make their meal choice in their respective classroom and a list is then sent to the cafeteria. The number is entered into the computer after the meal has been taken and the appropriate amount is deducted from the family lunch account.

The lunch program accounting system is a debit system, which means that you deposit money into your family lunch account and as students eat, the meal charge is deducted from your family lunch account balance. Students will not be allowed to charge items against their account if the account has a zero or negative balance. The Bearcat Diner does not extend credit to families for purchase of meals or ala carte food items. It is necessary to keep money in the family account so children can continue to purchase against it.

When the family account starts to get low, your child may be given a verbal or written notice when he/she goes through the lunch line. It is important for the student to communicate low balance warnings to parents so that students can continue to purchase against the family account. Parents will be asked to designate how the student may use money in the family account (meals only or meals and ala carte purchases). Forms for designating usage may be obtained from the Bearcat Diner Office. Payment for lunches should be given or mailed to the Bearcat Diner Office at 320 West 24th St., Kearney, Ne. 68845. Payment may also be dropped off at your school. For your convenience, a payment drop-off box behind City Hall, along with the other utility payment drop-off boxes, is available.

To check the status of your Bearcat Diner lunch account you may: Call anytime between the hours of 8:00 A.M. and 3:30 P.M. for your account balance. Phone numbers are 698-8159 (Tavis) or 698-8158 (Zoey). If no one answers at the time, you will always be able to leave a message and someone will return your call as soon as possible.

If you have Internet access, you may email Tavis at tavriskowski@kearneycats.com to inquire about your balance, or check your balance online at family.wordwareinc.com.

You may follow the "Monthly Payment Schedule" provided to all families at the beginning of each school year. You may use "Smartschool K-12" that allows parents to make payments to your child's school lunch account, via the Internet, using a credit card, or transferring money from your checking account. If your account is getting low or in the negative, you will receive an automated phone call to remind you to deposit money into your account.

You may provide the Bearcat Diner with your email address to receive email notices regarding the status of your school lunch account. Meal prices can be found on the bearcat diner website or by contacting your school. Bryant, Central, Emerson, Kenwood, Meadowlark, Northeast, Park and Windy Hills Elementary Schools have breakfast programs.

Free and Reduced-Price Meals

Students from families whose income is below certain designated levels are eligible for free meals or reduced price meals. You must complete a new Free and Reduced-Price Meal form each school year. Information concerning the eligibility income scale or any other facet of the program is available at the Bearcat Diner Office or in your school office. The lunch program point of sale system does not identify the student who qualifies for free or reduced-price meals in any way. The student will enter their lunch number and the cashier verifies only the name.

To be in line with the USDA recommendations, it is preferred that no food be brought into the school (except sack lunches from home) ½ hour before meal service begins and ½ hour after meal service ends.

If you wish to have a meal with your child, you are required to send a note with your child in the morning or call the school and let them know so you may be included in the meal count.

Breakfast and Lunch Prices

	Elementary Student	Middle School Student	High School Student	Adults
Breakfast	\$1.55	\$1.80	\$1.80	\$2.40
Lunch	\$2.40	\$2.60	\$2.65	\$4.00
Reduced Lunch	\$.40	\$.40	\$.40	
Extra Milk	\$.50	\$.50	\$.50	

HEALTH

Health Records

Nebraska law requires that all students entering kindergarten, 7th grade, or transferring from out of state, have a physical exam by a physician, nurse practitioner, or physician's assistant within six (6) months prior to entry into the school system.

Prior to enrollment, the parent or guardian shall present written verification of a physical examination by a physician, physician assistant, or nurse practitioner, or sign a written statement objecting to a physical examination.

Nebraska law requires a school vision evaluation for all children within six (6) months prior to entering Nebraska schools for the first time (includes beginner grades and seventh grade, including kindergarteners, transfers, and other students new to Nebraska), unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The vision evaluation may be performed by a physician, optometrist, nurse practitioner, or physician's assistant. The visual evaluation is to consist of testing for: amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

Prior to enrollment, the parent or guardian shall present written verification of a vision evaluation, or sign a written statement that he/she does not wish their child to have a vision evaluation. The Superintendent or Superintendent's designee shall also provide a telephone number of other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

Nebraska law requires all students to be appropriately immunized for diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, hepatitis B, varicella (chicken pox), haemophilus influenzae type b (Hib), invasive pneumococcal disease, and other diseases as required by applicable law, according to grade level and for students transferring into the district from out of state. Every student entering the 7th grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine, which meets the standards approved by the U.S. Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable.

Prior to school entry, parents/guardians shall present written verification of immunizations, signed by a parent or guardian, unless the parent or guardian submits a written statement that establishes an exception to the immunization requirements is met. Information about exceptions to the immunization requirements may be obtained from the school nurse.

In the event of a verified outbreak of any disease for which a student has not been immunized, he/she will be excluded from school for the duration of the outbreak as directed by Nebraska DHHS. Students not meeting the requirements of this policy shall be excluded from school until such time as they are in compliance.

Each student (re)entering our district is required to have a KPS Immunization/Health Record completed by parents/guardians. Privacy of student records is protected by the Family Education Rights and Privacy Act (FERPA). Only school personnel with a legitimate educational need to know will have access to records. Staff members who have a need to know specific health information for the safety of the student, will be informed of necessary adaptations.

A signed release of information will be obtained from parents/guardians before information is shared or requested by any individual or agency.

Parents/guardians of students with a known health condition for which treatment or a medical procedure may be required during the regular school day will, with the student's medical provider and school nurse, develop a health action plan annually to assist school staff in recognizing and treating symptoms that arise during school.

Health records are considered to be education records. The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) will only apply when records are requested from a covered entity.

Health Services

A school nurse is assigned to each school. The nurse's schedule is available at each school. The nurse can be contacted during the day by calling your child's school during the school year.

Students' Health

Whenever a child shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found and the school authorities shall be notified at once. Such students may be excluded from school as provided in Nebraska Statute.

Normal, good health practices should be used at all times. The school's goal is to keep students in school when they will benefit from their attendance, while not putting other students at risk. Students feeling uncomfortable and unwell, to the extent that the student is unable to accomplish normal activities, should not be in school. Contagious or infectious diseases transmitted by airborne particles or droplets may require exclusion from school until uncontrolled coughing subsides.

Students with health concerns should be evaluated individually to determine if school attendance is appropriate. The following Nebraska Department of Health & Human Services guidelines will be used:

1. Students with a temperature of 100 degrees or more shall not be in school. Students may not return until they have been without a fever (less than 100 degrees) for 24 hours. Absence of fever must be without fever-reducing medication.
2. Students with serious communicable/infectious diseases must have a doctor's permission slip to attend school in accordance with the Nebraska Department of Health & Human Services 173 NAC 3, attachment 1 – contagious and infectious diseases/conditions.

Diseases included are:

- Diphtheria – Exclude cases. Return with documented physician approval.
- Hepatitis A – Exclude for no less than seven (7) days after onset of jaundice. Return with documented physician approval.
- Meningitis (bacterial) – Exclude until antibiotic course has been initiated and symptoms have fully resolved, then may return with medical clearance.
- Meningitis (viral) – Excluded from onset of symptoms until full resolution, and may return with medical clearance.
- Pertussis – Exclude until physician approves return to school per written documentation.
- Poliomyelitis (Polio) – Exclude until physician approves return.
- Tuberculosis – Exclude. Physician treatment essential. May return with documented physician approval.

Students with the following contagious and infectious diseases/conditions cannot return to school until the following conditions are met:

- Chickenpox – Exclude until all lesions are crusted.
- Conjunctivitis (Pink Eye) – Exclude symptomatic cases. May return when the eye is normal in appearance or with documentation from the physician that child is no longer infectious.
- Enterobiasis (Pinworm, Threadworm, Seatworm) – Exclude until treated as documented by physician.
- Fifth Disease – Exclude until fever and malaise are gone. May return with rash; no longer contagious once rash appears.
- Hand, Foot and Mouth Disease – Exclude during acute phase and until fever-free for 24 hours without the use of fever-reducing medication.
- Impetigo – Exclude until brought under treatment and acute symptoms resolved.
- Influenza – Exclude for duration of illness.
- Measles – Exclude for duration of illness and for no less than four (4) days after onset of rash.
- MRSA (staph bacterial infection) – Exclusion unnecessary unless directed by physician.
- Mumps – Exclude five (5) days from onset of swelling in the neck.
- Pediculosis – (Infestation with head or body lice) – Nits are not a cause for school exclusion. Parents of students with live lice are to be notified and the child treated prior to return to school. Students will be evaluated individually by the school nurse regarding head lice. It is recommended that all nits (eggs) be removed, as the removal of nits provides parents and school personnel with a baseline for re-examination to determine possible reinfestation during the weeks following treatment.
- Ringworm (Tinea infections) – If affected areas cannot be covered with clothing/dressing during school, exclude until treatment starts.
- Rubella (German Measles) – Exclude for duration of illness and for no less than four (4) days after onset of rash.
- Scabies – Exclude until the day after treatment is started.
- Shingles/Herpes Zoster – Exclude children with shingles/zoster if the vesicles cannot be covered until after the vesicles have dried.
- Streptococcal Infection - (Scarlet Fever, Scarletina, Strep Throat) – Exclude until fever free and under treatment for 24 hours.

Students with an unidentified rash who are without fever (under 100 degrees) and feeling well, may stay in school. When a rash is observed, school personnel must be notified of the rash. Rashes persisting longer than 3 days require proof of medical evaluation. Some rashes may require immediate exclusion and proof of medical evaluation.

Students will be sent home if they are vomiting or have diarrhea that cannot be sufficiently managed, regardless of whether or not there is temperature elevation. They may not return until the following school day. If a student is ill in the morning with these symptoms, they should not come to school in the afternoon.

In the event it becomes known that a student is infected with a chronic infectious disease, not commonly associated with casual transmittal, any changes in the education program of a student will be handled on a case-by-case basis, relying on the best scientific and medical advice available.

Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with the Student Assistance Team, the student's physician, parents and/or their representative, school nurse, or the school's physician.

A student might be considered at high risk if the student: exhibits behaviors that may cause unprotected contact with body fluids, secretions or waste (e.g. biting, lacks toilet training or is incontinent) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.

School personnel cannot give medication unless there is a signed medication authorization form from the parent/guardian. Prescription medication must be labeled by the pharmacy and remain in the original container. Medication must be labeled with a current prescription.

Over-the-counter medication can only be given with a signed medication authorization form from the parent/guardian. Medication must be in the original container and clearly marked with the student's name.

Medication administration must follow label instructions unless a physician's order is received. All medication is to be kept in the school office. An adult is responsible for transporting medicine to and from school.

The student may carry asthma inhalers, auto-injectable epinephrine, diabetic medications or other emergency medication, if the following conditions are met: (a) a signed request from the parent/guardian for the student to self-manage, (b) authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition; (c) a written and signed management plan for the condition has been filed with the school nurse, including procedures for storage and access to backup supplies of the medication, (d) a "no liability statement" form signed by the parent/guardian, and (e) a form to record student required reports of self-administration.

The High School nurse may give analgesic medication with verbal consent from a parent one (1) time. Additional doses will require a signed medication authorization form. Medication administration will follow state law and school procedure.

Breathing emergency medication will be available to be given in accordance with district and state policy, if necessary. The Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (anaphylaxis) protocol will be implemented in a school building if there is a breathing emergency while school is in session. One weight-appropriate dose of epinephrine via an Epi pen will be administered followed by up to three doses of albuterol via a nebulizer. Unlicensed, trained school staff may implement this procedure. The protocol does not replace the student's individual asthma or allergy plan, or replace prescribed medications.

If the protocol is used, 911 will be called. The student must then be transported for medical evaluation. Any questions or concerns regarding the use of this protocol should be directed to the school nurse at the start of each school year.

EpiPens and albuterol provided by the school in compliance with the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and are not intended to replace a child's own prescribed medication for asthma or allergies. Only individually prescribed medications will accompany students on field trips or events outside the school building.

The Board permits the storage, administration, and implementation of naloxone (also known as narcan) in school, so long as such storage, administration, and implementation complies with all legal requirements and the best interests of student health.

AED's (automatic external defibrillator) are available in all Kearney Public Schools attendance centers for use in emergency situations. Each site has staff trained to perform CPR and use the AED.

Cleaning "spills" of blood or bodily fluids shall be done with appropriate cleaners/disinfectants. These chemicals must be used as labeled. Only school-provided chemicals will be used and only by school staff.

In the event of a medical emergency on a Kearney Public Schools bus, the bus driver will:

- A. Stop the bus
- B. Call the Transportation Office and direct them to call 911 and the student's parent/s or guardian
- C. Wait with the student for EMS to arrive
- D. Assist in providing any available information to EMS personnel

Absences for Health Reasons

- A. If a student misses three consecutive school days due to illness, a physician statement with permission to return must be provided to the school.
- B. Students who return to school after an excused absence due to illness, and require further time indoors for their recuperation, must have a written note from their parent/guardian advising the school of the need to remain indoors at noon and recess time. For indoor periods exceeding three days, a physician's statement will be required.
- C. For a student to be excused from physical education activities for more than three consecutive days due to illness or injury, a physician statement of activity restrictions must be provided to the school. If the student is to be excused from physical education for less than three consecutive days, a parent note must be provided.

Hand Washing

Frequent hand washing is an effective method of preventing the spread of communicable diseases.

- A. Students and staff should wash hands frequently with soap and water.
- B. Gloves will be available for use when handling blood and body fluids. Hands must be washed even though gloves are used.
- C. Soap must be available for students and personnel.
- D. Students are guided in health habits and prevention of disease.

Students Health Regulations and Records/Incident Report

In case of an accident which causes injury to a student, the building administrator, and/or his designee in consultation with the school nurse, should notify the parent and/or designated responsible person immediately. If the parent and/or designated person cannot be reached, the building administrator, consulting with the school nurse, shall be responsible for determining the course of action. Law enforcement may be contacted to help locate parents. EMS must be utilized if a student:

- A. is unconscious
- B. has severe bleeding
- C. is not breathing or is having severe respiratory distress
- D. has possible neck or spine injury
- E. has a possible compound fracture
- F. situations deemed emergent by the school nurse and building administrator, in the event a parent cannot be reached.

Seizure-Safe Schools

Each school building will have a "seizure action plan" if the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student's parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
 - a. The student's name;
 - b. The name and purpose of the medication;
 - c. The prescribed dosage;
 - d. The route of administration;
 - e. The frequency that the medication may be administered; and
 - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Concussions

Training

The Superintendent or his/her designee shall make available training approved by the Chief Medical Officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams, p.e. teachers, and staff members who supervise recess.

Education

The Superintendent or his/her designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- the signs and symptoms of a concussion;
- the risks posed by sustaining a concussion; and
- the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

Responses to concussions

A. Removal - A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed healthcare professional who is professionally affiliated with or contracted by the school.

B. Return to Play

A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school-supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed healthcare professional, (ii) has received written and signed clearance to resume participation in athletic activities from a licensed healthcare professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school, accompanied by written permission to resume participation from the student's parent or guardian. The coach or administrator may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional, if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed healthcare professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school is not required to determine or verify the individual's qualifications.

C. Parent Notification If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or his/or designee of the date and approximate time of the injury suffered by the student, and signs and symptoms of a concussion or brain injury that was observed, and any actions taken to treat the student.

D. Return to Learn - The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modification of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

Any student, parent, or guardian who suspects that the student sustained a concussion must immediately inform the student's coach or building administrator. If a student is suspected of having a concussion, the student may not be permitted to participate or practice in any school-sponsored activity.

The District encourages full cooperation and support from both students and parents in each student's Return to Learn protocol.

Return to Learn from Cancer

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff. A 504 team meeting will be held, as appropriate, to develop individual “return to learn” accommodations and modifications.

Procedure for Reporting Incidents

All serious or potentially serious incidents or incidents involving students, staff, or visitors occurring on Kearney Public Schools' property will be documented on the appropriate Incident Report Form. Reports should be filled out completely and filed with the Human Resources Office. The Report will be reviewed by the Safety Committee and the school nurse.

Health Inspections

The school district shall cause every child under its jurisdiction to be separately and carefully inspected, except as otherwise provided by law, to ascertain if such a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health and Human Services (“Department”). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice.

If such inspection determines that any child has defective sight or hearing, dental defects, or other conditions for which screening is required, the school shall notify the parent/guardian of the child in writing of such condition and explain to the parent/guardian the necessity of professional attendance for such child.

A child shall not be required to submit to an inspection required by this policy if his or her parent or guardian provides school authorities with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective credentialing act or other qualified provider as identified by the Department’s applicable rules and regulations, stating that such child has undergone such required inspection within the past six months.

A child shall submit to any required inspection for which such a statement is not received.

Wellness

The district wellness policy promotes habits of lifelong learning and health and addresses nutrition education, USDA food regulation, and physical activity. The nutrition standards, required by the Healthy, Hunger-Free Kids Act of 2010 expect schools to offer healthier snack foods to children, while limiting junk food. School lunches now provide more fruits, vegetables and whole grains.

The Smart Snacks in School standards require nutritious foods during the school day. If competitive snacks are brought in by staff or parents, healthy foods are encouraged. Student access to beverage or snack vending machines at elementary schools is prohibited.

USDA nutrition regulations apply to all foods sold in school during school hours. There are guidelines for beverages also. The sale of food items that meet nutrition requirements at school fundraisers is not limited in any way under the standards, however it is highly advised that groups check on the appropriateness of foods considered in order to support the healthy schools initiative (<http://rdp.healthiergeneration.org/calc/calculator>)

Mental Health Assessments or Reporting

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental health assessment or service that is funded under the Every Student Succeeds Act (ESSA). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

It is the district's belief that issues are best resolved at the level of parent/teacher communication.

- Parents may request (in writing) exemption from curricular activities.
- Parental visitation is allowable. Advanced notification is required to attend classes and other instructional activities.
- Parents have the right to access their children's records.

- Parents will be notified of state-required testing or standard norm-referenced testing and where a sample of such test protocol might be available, and the date upon which such test will be given.

The school district is continually exploring new ways for parents to become more involved in the success of their children's learning. Parents are encouraged to engage in their children's education in the following ways: Two-way communication, volunteering, the use of technology, ideas to help their children with curriculum concepts at home, parent representatives for school decision-making, and helping with resources and services from the community to strengthen learning.

Parents may receive school information from the Kearney Public Schools website - www.kearneypublicschools.org, individual building website, and the automated phone messaging system.

The district will provide a form for registering a complaint from a parent indicating what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection.

A complete copy of the PPRA (Protection of Pupil Rights Amendment) regulations is included in Appendix A.

Behavioral Points of Contact

Policy 5420 requires the Superintendent of schools as the delegated authority to designate one or more behavior awareness and health points of contact for each school building in the District. Each KPS building's point of contact will be the acting building principal, school guidance counselor and/or social worker. The building points of contact will have knowledge and access to community service providers and other resources for students and families in the district.

KEARNEY COMMUNITY LEARNING CENTER

AFTER SCHOOL PROGRAM

The Kearney Community Learning Center (KCLC) provides after-school academic-based programs at Bryant, Central, Emerson, Kenwood, Buffalo Hills, Park, Northeast, Meadowlark, and Windy Hills Elementary Schools, as well as at Sunrise Middle School.

KCLC provides a variety of clubs, academic programs, homework help, enrichment activities, recreation activities, and much more! KCLC is an engaging and energetic program that will help children succeed both academically and socially. Parents are invited to be involved in programs and activities! Summer programs are also available. For more information, contact the KCLC program director at 698-8053.

PARENT ENGAGEMENT

Kearney Public Schools believes that parent engagement is necessary to develop total learning support for students of all ages. When parents are positively involved in their children's education, everyone benefits.

The district invites parents to take part in PTOs and advisory committees. Parents are encouraged to communicate with teachers at parent/teacher conferences and anytime parents want to gain or give more information regarding their children's development.

If a parent/guardian wishes to hold a conference with their child's teacher, he/she should schedule a conference before or after school in order that normal classroom instruction will not be disturbed.

Parents shall have the right to inspect, upon reasonable request, any instructional materials used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments as such are not within the definition of "instructional materials" for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows:
The parent shall make the request, with reasonable specificity, directly to the building principal.
The building principal, within five (5) days, shall consult with the teacher or other educator responsible for the curriculum materials.

In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at a reasonable time and place that will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such questions, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Directors of Elementary and Secondary Education.

Conferences

Parent-teacher conferences are scheduled twice per year, and children will be dismissed during conference days. In addition to scheduled conferences, you are invited to call for a conference with your teacher at any time during the year. Conference times help build cooperative links between school and home. It is desirable that additional conferences between the parent and teacher be held before or after school in order that normal progress of classroom instruction will not be disrupted.

Notice of Surveys

Prior to any district sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date when such survey shall be administered, and the purpose for which and the uses of which the survey exists from the school's perspective. A survey of sensitive matters requires parent notice and an opportunity to opt out.

SCHOOL PROCEDURES & PRACTICES

Animals in School

- **Comfort and Therapy Animals**
Comfort animals, therapy animals, or other animals intended for the comfort of an individual will not be permitted on District property. No person may bring an animal onto District property unless they have received prior written permission from the Superintendent's Office.
- **Service Animals**
The District will allow service animals onto District property when required by law. Only service animals that are legally required will be permitted on District property. Individuals who believe that they are permitted by law to bring a service animal onto District property must receive prior written permission from the Superintendent's Office.
- **Pets**
For the safety and health of all students and staff, please do not bring pets into school or onto school grounds during the school day or before and after school.

Arrival and Departure from School

Parents should check with their child's school to determine when the doors will be open. When students enter the building, they will be supervised. Students are expected to be off the school grounds 15 minutes after the close of the school day. Please see your school website for start and end times.

Bikes/Skateboards/RollerBlades

The following rules are to be observed in order to ride a bicycle to school:

1. Students who ride bicycles must walk their bicycles on and off the school grounds.
2. Bicycles are to be kept in the racks during the school day.
3. Parents are asked to provide locks, as the school is not responsible for the possible theft of or damage to bicycles.
4. Bicycle rules also apply to equipment such as skateboards, roller blades, roller skates, scooters, etc.
5. The use of helmets when riding this equipment is strongly encouraged.

Field Trips

Field trips may be planned by teachers and serve as tremendous opportunities for students to have their classroom learning enriched. Academic performance and social conduct are always factors for determining student participation to assure the success of any field trip for students. Students are required to present an approval slip signed by the parent or guardian before being allowed to participate. All field trips shall be approved by the building principal. School insurance covers only students riding in school vehicles. The school district does not provide liability insurance for students riding in other than school vehicles.

Invitations, Treats, Gifts

Children are not allowed to bring invitations or treats to be given out to classmates at school. The fact that not all students could provide treats and the possibility of causing ill feelings as a result, is of primary concern in making this rule, as well as concern for food allergies and a need for emphasis on good nutrition. Sending flowers, balloon bouquets and other gifts to students while they are at school is also discouraged, and these items will be held in the school office until the end of the school day.

Lost and Found

Most articles that are lost are turned in to the office. Prevent lost garments by labeling all items. You are invited to check the lost and found frequently. If an article is unlabeled and not claimed, it will be donated.

Personal Items

Students are requested to not bring their toys or equipment of a personal nature to school, unless specifically requested by the teacher. They may be a distraction to learning and may become lost or broken, and the school cannot assume responsibility to replace these items. Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of their possessions and for other items which have been assigned to their care.

Telephone Usage

Students who need to use the phone will be given permission by the teacher or principal. The school phone exists for emergency communications. Students are not allowed to use the phone for social calls.

Trespassing

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

- failed to comply with identification or check-in procedures,
- are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
- are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Visiting School

The Board of Education, administration, and staff of the Kearney Public Schools welcome parents, members of the community, and others to visit our schools. At the school office:

- All visitors will need to give a prior day's notice of their desire to visit school and will need to check with their child's teacher as to the best time to visit.
- Anyone volunteering must complete a background check, sign in, and wear a name badge (including UNK students).
- Visitors must sign in at the office and wear a visitor identification badge.
- Identification may be required upon arrival to school.
- School visits will be limited to 60-minute time periods.
- Visits that involve non-school-age visitors will be limited to 30-minute periods of time in the room/playground, and the non-school-age visitor must be accompanied by an adult who will monitor their behavior.
- School-age visitors will not be allowed during school time hours.
- Visitors wishing to have lunch in the cafeteria will need to specify such in their notice to visit.
- Parents or designated adults who come to school to pick up or drop off students during school hours must wait in the front office area while school staff call for the child.
- Items left for students must be dropped off at the office. School staff will deliver the items to the student.

Upon reasonable advanced request, parents will be allowed to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, unless such attendance would substantially interfere with legitimate school interests.

Volunteering

If parents/guardians or community members are interested in volunteering in the schools, they are required to complete an application form. The application form may be obtained from the secretary in your child's school or on the Kearney Public Schools website – www.kearneypublicschools.org

A background check is completed on the applicant through the HR Department, and then they notify the principal of the school as to whether the individual may be used as a volunteer. This process does not need to be completed annually. A list of approved volunteers is maintained in the HR Department. Volunteers are a valuable resource for our schools and we appreciate their efforts.

Weather-related Guidelines

If the temperature or the wind chill falls below "0" degrees outdoors, students will remain indoors for recesses and the lunch break. On extremely cold days, students may wait in the entry of the building before school begins.

STAFF QUALIFICATIONS

The Every Student Succeeds Act of 2016 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Kearney Public Schools will give parents the following information about their child's classroom teacher. The request for information should be made to an administrator in your child's school building. Finally, Kearney Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

The district will, upon request, inform parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The information will be provided in a timely manner.

Teacher Preparation

Kearney Public Schools know that the knowledge and skills of our professional staff members are the tools for improving student learning. The district is committed to strengthening these professional tools in varied ways.

New staff members attend required classes on fundamental instructional theory, teaching strategies, and social/emotional learning. Mentoring and coaching are provided to new teachers.

All Kearney Public Schools staff members participate in a multi-year training program on differentiating instructional strategies, student engagement, and assessment. All staff members are active in a collaborative professional development process, which involves teachers in small groups discussing student learning, and looking at student data and the use of new teaching strategies. The district promotes training that is ongoing, job-embedded, standards-based, and results-oriented.

All staff members are engaged in the School Improvement process. Teachers look at classroom assessment and formal data to set action plans to improve learning in their own classrooms.

Through the School Improvement cycle, the district sets broad learning targets based on multiple data sources, such as results on the state assessments, MAP, STAR Assessments, and survey information.

Currently, the district School Improvement goals are to improve reading, writing, and math skills. Building teams work to support these goals. All teachers are focused on improving student learning.

Concern Regarding School Personnel

Solutions to problems and improvement in success for students can only occur when accurate information is available to parents, board, administration, and teaching staff. The purpose of a communication procedure is to listen to parent concerns regarding school and staff issues.

Issues that cannot be resolved at the teacher level should then be referred to the principal or immediate supervisor of the person whom the complaint addresses. The principal or supervisor should contact the complainant immediately, and arrangements should be made for a meeting between the parent, the proper administrator, and the person whom the complaint addresses. If a resolution cannot be reached through this informal process, the formal complaint procedure established by the school district will be followed.

This procedure is outlined in Board of Education policy and rule, and forms are available at the Kearney Public Schools Administration Office.

STUDENT CONDUCT

Level of Response

When determining the level of response to a violation of the Code of Conduct, school staff will consider the age of the student, the student's intent, the severity of the circumstances, the level of disruption to the school environment (either during or after the violation), the repeated nature of the situation (if applicable), and any other mitigating or aggravating factors. School response will not necessarily begin at the lowest level indicated for a first offense.

Whenever there is a response assigned to a student behavior, there should be an accompanying intervention to try and teach appropriate behavior to the student. These interventions may be used as preventative measures, or as a student reenters the school/classroom after a suspension.

Repeated Violations

Concerning a violation at any level, it may be relevant that the student has committed the same, or similar, violation multiple times during the same school year. In such a case, Repeated Violations may be added as a secondary violation. Repeated Violations will not be used as a primary violation or alone. There may be instances of repeated violations that warrant a higher level of response than indicated in this Code.

Law Enforcement Contact

When indicated and appropriate, school officials will contact the SRO or other KPD officers to report school violations that may also be criminal charges. In these instances, school officials will notify parents of that report. The notification may take place at any point in the investigation that is deemed appropriate based on a variety of circumstances.

Principal Discretion Statement

Based upon a variety of factors, situations and circumstances, the administration reserves the right to make decisions outside of the parameters of this code of conduct and use their best judgment on situations that overlap or cross over various categories. In these instances, decisions will be made in conjunction with district level administration.

[See attached Student Conduct Appendix chart for details.](#)

Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Kearney Public Schools.

1. Definitions

- A. **Physical Restraint.** Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.
- B. **Seclusion.** Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

2. Physical Restraint

A. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:

- To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
 - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
 - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
- To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
- In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. 5421(b)(Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

C. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

D. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;

- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- 5421(c) Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

3. Seclusion

A. When Seclusion May be Used. Seclusion may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- 5421(d) Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

- C. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.
- D. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

4. Documentation and Evaluation

- A. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- The date on which the parent or guardian was notified.

5421(e) The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

- B. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
- C. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The parent or guardian shall be informed of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.
- D. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
- A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
 - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
 - The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

Initiations, Hazing, Secret Clubs and Outside Organizations:

Initiations - Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing - Hazing by classes, clubs, athletic teams or other student organizations is prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited 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 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, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations – It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization.

Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations – It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

School Board Policies: Rights and Responsibilities of Students

The Kearney Board of Education believes discipline to mean the process by which students learn and practice self-responsibility in the conduct of their activities in and out of the school community. It is developmental and based upon a respect for the potential and dignity of each individual.

Students shall be expected to conduct themselves in keeping with their level of maturity, with due regard for the regulations of the school, the authority and responsibility of their teachers and the rights and privileges of others in the school.

Discipline is the responsibility of all persons involved in the education of young people. The process requires understanding, acceptance, establishment of proper goals, provision of stimulating instruction, approval and commendation of student achievement, setting of proper limits, firm, fair, and consistent enforcement of limits, and punishment when circumstances warrant it. The goal is self-discipline.

The process should be geared to the developmental level of students, resulting in more self-direction as the student matures.

Classroom teachers or sponsors are responsible for the conduct of students under their jurisdiction and have the authority to enforce student conduct. When student misconduct must be corrected, the following forms of corrective action should normally be utilized:

1. **Reprimand**
The student will be told what he/she is doing wrong and asked to explain his or her understanding of the situation.
2. **Conference**
The student will be asked to discuss the circumstances of misbehavior, and to formulate a plan for correction. Parents will be involved in conferences when it becomes apparent that a pattern of misbehavior is developing.
3. **Detention**
Usually administered when reprimand and initial conferences have failed to correct the situation. Detention can be assigned for one or more days before or after school depending upon the offense.
4. **Repairing or Paying for Damage**
Parents are responsible to pay for repairs or replacement if their child has damaged school property.
5. **Loss of Privileges**
Privileges are taken seriously by most students and their loss is a serious matter to them.

Inspection of School Property

The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property, because school property is subject to search at any time by school officials.

Students are responsible for whatever is contained in desks and lockers issued to them by the school. School officials reserve the right to search an individual if the search is reasonable or necessary to maintain order or safety. Student lockers, desks, and other such property are owned by the school. A personal safety or security device (such as a taser, mace, or pepper spray) not previously approved by the Administration constitutes a “dangerous weapon”.

Designated officials may, according to law and board policy, have access to and search student lockers, desks, and other such school-owned property. Designated officials may have access to search student clothing, backpacks, and other such property (including cars in the school parking lot or otherwise on school property) on reasonable suspicion that the law or school rules are being violated.

STUDENT DISCIPLINE

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline in the school district. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conference, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term), mandatory reassignment, and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

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

The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority
2. Use of violence, force, coercion, threat, harassment, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Sexual assault or attempting to sexually assault any person. For purposes of this provision, sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in Section 79-267(8)
4. 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, or setting or attempting to set a fire of any magnitude.
5. 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.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student, or making a threat which causes or may be expected to cause a disruption to school operations.
7. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students.
8. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon, or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks (see below).

9. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing or dispensing of an imitation controlled substance as defined in Section 28-401 of the Nebraska Statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in a manner prescribed for the student by the student's physician is not a violation. Tobacco means any tobacco product (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also it includes being impaired by reason of the abuse of any material used as a stimulant.

10. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned class or assigned activities.
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
12. Public indecency or sexual conduct
13. Repeated violation of any of the school rules
14. Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska
15. Dressing or grooming in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process; or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Kearney Public Schools buses or other vehicles.
17. Violation of the Internet Use and Safety and/or the Electronic Devices Policy.

In addition, a student may be suspended (short-term or long-term) expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period of such terms as the administration may establish:

1. Knowingly and intentionally using force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
2. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion of one (1) calendar year.

"Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device."

The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is prohibited.

For purposes of this handbook, the term "dangerous weapon" includes any personal safety or security device (such as a taser, mace, or pepper spray). In the event that a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office, or in another secure location designated by the building principal. A student shall not carry a person safety or security device during the school day.

Short-Term Suspension

Short-term suspension may be imposed for a period of up to five (5) school days for violations of any of the above detailed areas of prohibited conduct. The principal may suspend a student for as many as five school days for:

- A. Conduct that constitutes grounds for expulsion under the law.
- B. Other violations of the 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 procedure should be followed for a short-term suspension -

- A. The principal and designee shall make a reasonable investigation of the facts and circumstances.
- B. Prior to the commencement of the short-term suspension, the student should receive oral or written notice of the charge and the reasons for the suspension and the student should be told the basis of the evidence used to make the decision.
- C. The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.
- D. The student and the student's parents shall be notified within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- E. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference. The principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

Long-term Suspension, Expulsion, or Mandatory Reassignment

A student may be excluded (long term suspended) by the principal or designee from school or any other school function for a period of six (6) school days, but less than twenty (20) school days on a long-term suspension for conduct constituting grounds for expulsion as hereinafter set forth.

Expulsion

Expulsion shall mean 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:

within (10) 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 within (10) 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 unless the expulsion is for firearms or other dangerous weapons, 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.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall 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.

Enforcement of the expulsion may be suspended for a period of not more than one (1) 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 which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period:

if the student has satisfactorily participated in the school, class or program to which such students has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion may be taken at the discretion of the Superintendent or his or her designee; or if the student's conduct has been unsatisfactory, the expulsion shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by the Superintendent or designee.

Student Subject to Juvenile or Court Probation Prior to the readmission to school of any student who is less than nineteen (19) years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Superintendent or designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Superintendent or designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in special education.

The student may be expelled or otherwise disciplined for subsequent conduct as provided in board policy and state statute.

Mandatory Reassignment - Mandatory reassignment shall mean the involuntary transfer of a student to another school within the system in connection with any disciplinary action.

Emergency Exclusion - A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear, factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for (5) five days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond (5) five days, a hearing is to be held and a final determination made within (10) ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

Right to Appeal

1. Due process as defined in the statutes of the State of Nebraska will be followed in all situations that may involve removal from the student's attendance center by long-term suspension, expulsion, or mandatory reassignment.
2. The following process will be used to resolve conflict situations that involve staff and patrons or students and involve long-term suspension, expulsion, or mandatory reassignment.
 - A. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
 - B. 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, or students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or his or her designee, 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.

- C. The principal or his or her designee shall serve by registered or certified mail or by personal service, the student and the student's parents or guardians with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student as submitted by the principal or assistant principal.
 2. The penalties to which the student may be subjected and the penalty which the principal, or his or her designee, has recommended in the charge.
 3. A statement explaining the student's right to a hearing upon request on the specified charges.
 4. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 5. A statement that the administrative representative, legal counsel for the school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 6. A form for a request for hearing to be signed by such parties and delivered to the principal or his or her designee in person or by registered or certified mail.
 - D. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing or settling the matter with appropriate school personnel prior to the hearing stage.
 - E. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal, or his or her designee, shall automatically go into effect.
 - F. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing, but the punishment imposed may continue in effect pending final determination.
 - G. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 - H. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

When a student is suspended or expelled from school, the student shall not be permitted on school grounds without specific administrator approval.

Alternative Education Programs or Plans For Expelled Students

A. Alternative Education Program

The Superintendent or Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and student's individual circumstances.

B. Education Plan Program:

If the administration elects not to provide an alternative education program, or if a student declines to participate in the alternative education program, the following procedures shall be followed:

1. A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.
2. The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.
3. The plan shall:
 - a. Specify guidelines and consequences for behaviors which have been identified as preventing the students from achieving the desired benefits from the educational opportunities provided,
 - b. Identify educational objectives that must be achieved in order to receive credits toward graduation,
 - c. Specify the financial resources of the community programs available to meet both the educational and behavioral objectives identified, and
 - d. Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan".

LAW VIOLATIONS

Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code, will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent or guardian of the fact that the referral to legal authorities has been or will be made.

Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

When a principal or other school official releases a minor student to a peace officer (e.g. police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

OTHER SCHOOL BOARD POLICIES

Board Policy Relative to Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities -

It shall be the policy of Buffalo County School District No. 7, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation, to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or drug paraphernalia, or alcohol on school premises or as a part of any of the school's activities.

This shall include such unlawful possession, use, or distribution of illicit drugs or drug paraphernalia, or alcohol by any student of the District during regular school hours or after school hours at school-sponsored activities on school premises, or at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described, shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Possession of drug paraphernaliaUse of any illicit drug.
5. The possession, use, or distribution of alcohol.
6. Distribution of any illicit drug.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. Use of any drug in an unlawful fashion.
9. Use of any illicit drug.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, or referral to appropriate authorities for criminal prosecution.

Tobacco-Free Environment

It is the intent of the Board of Education of the Kearney Public Schools to create a tobacco-free environment within the Kearney Public Schools. Because we value our students and employees, the promotion of health, safety, and well-being is one of our utmost concerns.

Use of tobacco is linked to heart, lung, mouth, throat, gums, and respiratory diseases. Smoking is the major preventable cause of premature death today. Non-smokers can be harmed by passive smoke.

A ban on all tobacco use is the policy on all school district property and in all school-owned vehicles. Tobacco use by the general public or adult employees on all school district property, on all athletic fields, and in all school-owned vehicles will be prohibited. Visitors are expected to honor the tobacco-free environment policy as well.

The Board prohibits the use, distribution, or possession of tobacco products by students in the school building or on the grounds at any time, or at any school-sponsored activity or athletic event, or in a vehicle owned, leased, or contracted by the school being used for school purposes, or in a vehicle being driven for school purposes by a school employee or designee.

Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Students who do will be disciplined, and may be suspended or expelled and/or referred to appropriate law enforcement officials.

STUDENT DRESS

Good personal appearance is conducive to a positive learning atmosphere. It is each student's and parent's responsibility to see that the student comes to school clean and neatly dressed.

Appropriate clothing shall be that which does not pose a health problem or safety hazard, does not disrupt classroom activities, properly covers the body, and complies with reasonable standards of appropriate dress. Any clothing deemed disruptive to the educational process is prohibited.

- (1) Students will not be allowed to attend school wearing clothing that advertises, condones, or promotes alcohol, tobacco and other drugs, violence, sexual references (e.g. Hooters, W.W.F., Coed Naked, Lucky Brewery, gang affiliation, "Bong Hits 4 Jesus" etc.), or is offensive to ethnicity, gender, religion, handicapping condition or sexual orientation.

If students wear such inappropriate apparel to school, they will be asked to alter their dress so the wording is not visible, or may be given an alternate garment.

- (2) Caps, hats, or other head gear will not be allowed in school buildings, except for specific activities approved by the principal.
- (3) Students are recommended to wear tennis shoes on days when they will participate in physical education.

Other dress and appearance will be monitored by principals. If the student's dress and/or appearance is affecting student behavior in a negative manner, the principal may request the student not wear such clothing, hair color, tattoos, jewelry, artificial nails, high heels or make-up to school. The guidelines are provided for the safety and learning opportunities of all students. Families in need of appropriate seasonal clothing for their children may contact the Kearney Public Schools Foundation at 698-8030 to inquire about assistance or the school social worker.

All staff members have the discretion to send students to the office that they believe to be in violation of the dress code policy.

The principal or the superintendent will have the final authority in determining the appropriateness of student attire.

Playground Apparel

Please provide your child with adequate outerwear for the playground, as well as for their walks to and from school.

STUDENT FEES

The Board of Education of Kearney Public School District #7 adopted the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act:

The District's general policy is to provide instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of Constitutionally-required free instruction. Students and their parents have historically contributed to the District's efforts to provide such extra activities, programs, and services.

The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy, its guidelines for specific categories of student fees.

The District does so by setting forth the following policies and guidelines; this policy is subject to further interpretation or guidance by administrative guidelines or board rules which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administrators for further specifics.

1. Guidelines for non-specialized attire required for specific courses and activities and costs of field trips associated with the curriculum

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate.

Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students, such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protection devices for courses of instruction in vocational, technical, industrial arts, chemical, and chemical-physical classes which involve exposure to hot, molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, and other similar hazards.

Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

The district will provide for costs of students and staff to attend specific events, activities, and/or attractions associated with curricular field trips, with the exception of minor consumables such as meals.

2. Personal or consumable items and miscellaneous –

Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

General Course Material: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses, including, but not limited to, pencils, paper, pens, erasers. A specific class supply list will be published annually.

Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping

the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District.

If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or costs for damages caused with or to vehicles or for failure to comply with school parking rules.

3. Extracurricular Activities- specialized equipment or attire/class dues/conference expenses –

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire.

Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance team, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with t-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student.

Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. Costs to students can be waived through the District's fee waiver policy.

Students have the responsibility to pay for dues to belong to any extracurricular club or organization and to pay for attendance at any of their related activities. Fees to attend conferences and/or conventions of these organizations where participation is voluntary, will be the responsibility of the student. For music extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

4. Extracurricular Activities – Fees for participation

Admission fees are charged for extra-curricular activities and events.

5. Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

6. Transportation costs

Students are responsible for fees established for transportation services provided by the District and to the extent permitted by federal and state laws and regulations.

7. Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents or students from exercising their right to inspect and review the student's files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records to be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

8. Participation in before-and-after-school or pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

9. Participation in summer school

Students are responsible for fees required for participation in summer school. Students are also responsible for any fees associated with correspondence courses. Students who have failed to obtain credit for curricular classes they have taken during the normal school hours will be required to pay tuition costs for retaking the class.

10. Breakfast, snack and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast, snack, and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store", a vending machine, a booster club or parent group sale, a book order club, or the like.

Students are required to bring money or food for field trip lunches and extra-curricular activities.

11. Waiver policy

The District's policy is to provide free waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities.

Participation in a free or reduced lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

12. Distribution of policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the student handbook or the equivalent (for example, publication may be made in an addendum or supplement to the student handbook).

The student handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

13. Student Fee Fund

The Board of Education hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

STUDENT RECORDS

A cumulative record shall be maintained for each student from entrance into school through the twelfth grade. Such records pertaining to the individual student may be used only for the benefit, promotion, or welfare of the student. Any natural or adoptive parent has all rights of a parent, unless his/her rights are altered by the courts.

Student files or records shall be maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years. A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student.

The Kearney Public Schools will not arbitrarily alter these rights. The custodial parent should receive routine information about his/her student including notification of conferences.

The non-custodial parent need not receive this information on a routine basis; however, if the non-custodial parent requests this information, and his/her right to it has not been denied by the courts, it should be provided.

In accordance with the Family Educational Rights & Privacy Act, Kearney Public Schools is required to inform parents/legal guardians that standard, directory information in regard to your child can be published unless you wish to restrict information.

Examples of publications include: music and sports programs, honor roll, bulletin boards, school newsletters, student directories, web sites, award listings, birthday lists, press releases, Cable Channel, YouTube, TeacherTube, and Kearney Public Schools' video productions. If you choose to restrict your child's name or likeness, they will not be included in press coverage or publications.

Directory information includes: student's name, address, telephone listings (if not unlisted), e-mail address, and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student, school and dates of attendance, student's current grade, student's enrollment status (e.g., full-time or part-time), student's date of birth and place of birth, student's extra-curricular participation, student's weight and height if a member of an athletic team/s, degrees, student's honors and awards received, student's photograph, and most recent previous school attended. All other non-directory information shall remain confidential.

All parents must sign a release form as they enter their child in a Kearney Public Schools attendance center, indicating if they choose restriction or no restriction of directory and publication information.

It will be the responsibility of the parent to contact the school building to obtain an exclusion form if they choose to change their preferences.

School officials may have access to only those education records in which they have a legitimate educational interest (LEI), unless the parent has given written and dated consent for the access.

A school official has a legitimate educational interest (LEI), if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official, for purposes of access to education records, is a person employed by the District as an administrator, supervisor, instructor or support staff member; a Board of Education member; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

To the extent permitted by law, contractors, consultants, and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest (LEI); which means records needed to effectively provide the function or service for which they are responsible.

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent of the person or persons being recorded or whose image or sound is being transmitted. This prohibition applies to all persons, including staff, students, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to district-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activities. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting, if the recording is necessary to ensure that the parent understands the IEP or the IEP process, or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act (IDEA).

Amendment of Student Records

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of post-secondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall inform the parent or eligible student and the Superintendent.

The parent or eligible student shall be advised of the right to a hearing. If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

FERPA's provisions do not apply to grades and placement of children made by school personnel. A copy of the complete FERPA regulations is attached in Appendix B.

STUDENT SERVICES

STUDENT SERVICES Dr. Dan Endorf, 698-8005

Student services include Special Education, Students with Disabling Conditions, Counseling, School Social Work Services, High Ability Learner Services, Title I & Reading Services, EL Services, and Students in Transition with Need.

SPECIAL EDUCATION Melisa Dobish, 698-8017

Special Education services are available to all students who meet qualifying criteria established by the Nebraska Department of Education. A child may be determined to verify as a child with a disability in one or more of the following categories: autism, deaf-blindness, developmental delay, emotional disturbance, hearing impaired, intellectual disability, multiple impairments, orthopedic impairment, other health impairments, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment. Identified children are served from birth to age 21 at no cost to resident parents.

Program models available include: consultative and direct services (physical and occupational therapy, speech/language therapy, resource services, vision and hearing specialists, counseling, adaptive physical education, and psychological services); special education classrooms; and contracted services.

Parents may initiate referrals by contacting the student's teacher, the building principal, or the Special Education Director. Classroom teachers and building principals may also begin the referral process, after notifying the parent. All new referrals go first to the Student Assistance Team (SAT), which is a problem-solving team designed to look at the student's strengths and areas of concern and strategize a plan to enhance the student's performance.

When further diagnostic testing is determined to be necessary, the SAT refers to the Multidisciplinary Team (MDT). This team is responsible for completing the assessment and determining eligibility for special education services. The parent is a member of both the SAT and MDT. If the child is deemed eligible for special education, a team of regular and special educators, together with the parent, develop an Individualized Education Plan (IEP) that details areas of strength, educational needs, educational goals, and services for the child.

Inclusion - In keeping with the State and Federal guidelines for serving students with disabilities in the least restrictive environment, Kearney Public Schools will integrate students to the extent instructionally appropriate.

The integration of students with disabilities takes place with instructional support from regular and special educators while weighing the components of continuing to provide quality services to regular education students.

It is the intent of Kearney Public Schools that special education personnel will be allocated to actively support students with special needs in the regular education classroom.

The Special Education Office is located on the second floor of the Administration Building, 320 West 24th Street, Kearney, NE.

Students with Disabling Conditions

Dr. Dan Endorf Director of Student Services & Safety – 698-8005

Section 504 of the Rehabilitation Act of 1973 provides parents of students with disabling conditions the right to be fully informed concerning educational decisions about their child that include such things as: participation in programs, services, evaluations, and placement. This section also includes information on local grievance procedures and due process hearings. For more information, contact your building principal or the Director of Student Services & Safety.

English Language Services

Dr. Dan Endorf Director of Student Services & Safety – 698-8005

English Learners program (EL) is an educational service to all students who qualify for additional language support services. Individual buildings should notify the Education Directors, to initiate the assessment process to determine if the student qualifies for this special program, kindergarten through 12th grade.

For interpretation services call:

Paula Gaasch at 698-8039.

School Social Workers

Dr. Dan Endorf Director of Student Services & Safety – 698-8005

Each elementary building has access to a school social worker who is able to provide services related to a student's social and emotional adjustment to school, family, community and society. Social workers are the link between the home, school and community providing direct as well as indirect services to students, families and school personnel to promote and support students' academic and social successes.

Social workers may be part of the assessment team for at-risk and special education students and help students and families with transitions.

School social workers work collaboratively with the principals, guidance counselors and teachers to best meet the needs of each student. Referral for social work services can be made by parents, teachers or administrators.

Counseling Services

Dr. Dan Endorf Director of Student Services & Safety – 698-8005

A school counselor is assigned to each elementary school of the Kearney Public Schools. The goal of the elementary counseling program is to facilitate the personal and social development and academic success of every student. The elementary counseling program provides individual and group counseling, developmental guidance activities, and support guidance based upon individual and school needs. The very heart of Kearney's successful elementary counseling program is the regular in-class presentations as designed and taught by the counselor. Counselors present regular in-class presentations.

High Ability Learners

Dr. Dan Endorf Director of Student Services & Safety/Security – 698-8005

The Kearney Public Schools are committed to the philosophy of providing educational opportunities which allow each student to reach his/her potential. The schools provide a variety of challenging programs and services for students who have demonstrated or have the potential for superior academic achievement.

Learners with high ability shall be identified in the academic areas of math and reading. Identification of learners in grades 3-8 with high ability in the specified areas shall be based on the criteria listed below. Students meeting any one of the following criteria shall be identified as high ability learners.

- 97th percentile or above on the Spring Mathematics assessment administered by the district.
- 97th percentile or above on the Spring Reading assessment administered by the district.

Differentiated instruction is the primary model for delivery of High Ability Learner services in the Kearney Public Schools. Information about these programs and services is available to parents by visiting with the classroom teacher, building principal, or Education Director.

Title I & Reading Services

Dr. Dan Endorf Director of Student Services & Safety/Security – 698-8005
Sara Paider Education Director PreK-5 – 698-8021

Title I reading services are available at qualifying schools. Children served must meet specific criteria identified through assessment instruments. Title I reading teachers provide small group instruction to children who qualify. They work with the regular classroom teachers to coordinate services to each student. Additional reading support teachers serve at other elementary sites. Students receiving services in Title I are held to the same standards and expectations as all other students, and are assessed with the regular student population without accommodations. Title I Math is available in some buildings.

Title I is a federally-funded program with the goal of helping all students meet challenging state academic standards. It is designed to provide additional academic support and learning opportunities to students struggling to meet state academic standards. Title I schools

- develop programs that supplement classroom instruction,
- ensure the staff is highly qualified and trained to incorporate research-based teaching methods into instruction, and
- include parents in Title I decision-making.

Parents have the right

- to know the qualifications of the child's teacher and any substitute teacher working for more than four weeks,
- to know how the school is rated on its state test scores,
- to understand the Nebraska State Standards, the Nebraska Student Assessment Program and the child's test score
- to expect regular communication with their school in a language that they can understand,
- to form a learning "compact" agreement between school and parent, and
- to give input to the school's action plan.

TARDIES and ABSENCES

Tardies are considered to be absences. Tardies cause students to miss the critical introductory component of the day's instruction. Kearney Public Schools staff will work in partnership with parents to promote consistent student attendance. A guardian dismissal is counted as a tardy.

Any student who is late the first 5 minutes of the school day will be marked tardy. After the 5- minute window, a student will be coded as absent with a check-in time noted. Additionally, when a student checks out, they will be coded absent for the remainder of the day with the check-out time listed. The minutes a student misses will be accumulated for truancy. Schools will contact parents when their children trigger the need for additional meetings to discuss truancy in accordance with state laws and reporting.

Elementary Instructional Day

- 8:05 A.M. to 3:25 P.M. Park, Windy Hills, Buffalo Hills, Kenwood
- 8:10 A.M. to 3:30 P.M. Bryant, Central, Meadowlark, Northeast
- 8:15 A.M. to 3:35 P.M. Emerson, Glenwood

Middle Level Instructional Day

- 8:10 A.M. to 3:35 PM Horizon, Sunrise

Secondary Instructional Day

- 8:00 A.M. to 3:41 PM Kearney High School
- 8:00 A.M. to 3:00 PM Hanny Arram Center for Success

Reporting Absences and Accountability

Please understand that ALL absences, tardies and guardian dismissals must be recorded regardless of the reasons. Parents must report all absences.

ALL absences, tardies and guardian dismissals must be reported by the parent or guardian of the student to the Principal's Office each day they occur within 30 minutes from the start of the school day. This report may be verbal or written.

The circumstances for all absences from school will be identified as: school excused or not school excused.

Advanced Absences and Tardies

Absences, tardies and guardian dismissals that are known prior to the actual day of occurrence should be pre-reported and accounted for through the principal's office by the parent/guardian, whenever possible (except illness or a death in the family).

Any of the following circumstances that lead to an absence will be identified as an Excluded or School Excused absence, provided the required attendance procedures have been followed:

- (1) Impossible or impracticable barriers outside of the control of the parent or child which prevent a student from attending school. The parents must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to: documented illness or medical appointment, court appearance, death of a family member/s, or suspension.
- (2) Other absences as determined by the principal or the principal's designee.
- (3) Excused or Unexcused - Not School Excused -

Absences that are not school excused may result in a report to the County Attorney and may be classified as follows:

- (1) Parent-acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to: illness, vacations, and medical appointments without a doctor's note.
- (2) Other absences are those in which the parent has not communicated the reason for the student's absence.

Absence Procedure

In the Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above-defined absence circumstances. Documentation from a medical provider will also help clarify the appropriate code and parents should always provide them to their child's school when applicable.

Leaving School During the Day

A student who plans to leave school during the day for any reason must bring a signed note from a parent, or the parent must call or email the principal or the principal's designee in advance, stating the reason for the absence.

Students must check out at the school office before leaving school. Upon returning to school that same day, the student must sign in at the School Office. Students who leave without permission and without signing out in the proper manner will be considered truant. No child will be allowed to leave school during the school day with any adult other than their parent/guardian, or person authorized by the parent/guardian, as stated above.

Return to School After an Extended Illness

When a student returns to school after an extended illness, surgery or injury, and requires educational accommodations, or requests to remain indoors during the noon hour or recess times, the student must have a note from his/her parent / guardian advising the school of this need. If the need extends for longer than a 3-day period, a doctor's statement will be required.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work, or as otherwise determined by the teacher.

Excessive Absenteeism/Truancy

Truancy is defined as "any student that does not present evidence of why he/she is/was absent". A student who engages in unexcused absences may be considered truant as per Nebraska Revised Statute 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed.

Procedures for Addressing Excessive Absenteeism

Students who accumulate five (5) absences in a quarter which are Excused/Unexcused “Not School Excused” shall be deemed to have “excessive absences.” Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Excused/Unexcused “Not School Excused” and the absences are of concern due to the effect of the absences on the student’s academics, the student’s attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child;
- (b) Educational counseling;
- (c) Educational evaluation;
- (d) Referral to community agencies for economic services;
- (e) Family or individual counseling; and
- (f) Assisting the family in working with other community services

If the parent/guardian refuses to participate in such a meeting, the principal shall place documentation of refusal in the child’s attendance records.

Reporting of and Responding to Excessive Absenteeism

Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three (3) days, report such violation to the Superintendent or such person(s) who the Superintendent designates to be the attendance officer. The Superintendent or attendance officer shall immediately cause an investigation into any such report to be made.

The Superintendent or attendance officer shall also investigate any case when, of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent or attendance officer believes there is a violation of the compulsory attendance laws.

The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the “Excessive Absenteeism” section.

A. Twenty Excused Absences

The school may report to the County Attorney of the County in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year.

The school shall notify the child’s family in writing prior to referring the child to the County Attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the County Attorney.

A report to the County Attorney may also be made when a student otherwise accrues excessive absences as herein defined.

TECHNOLOGY

Chromebooks

All K-12 students are provided a KPS issued device. These devices remain at school to support learning in the classroom. Students are expected to follow school guidelines and procedures for safely using devices. Refer to the [Acceptable Use Agreement](#) for additional information. Device damages are a responsibility of the student. Parents/Guardians will be notified when an incident occurs and situations will be documented in the student information system. Following an incident, students will receive refresher instruction on how to properly use and care for their device. After the second incident, the fee for repair will be charged to the student and will be based on the current purchasing price.

Acceptable Use

We believe that access to the Internet is an important educational resource for our students. We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.

Kearney Public Schools monitors and utilizes filtering software, but recognizes that no software is free from errors. We require efficient, ethical, courteous, and legal utilization of the equipment, computers, and network resources.

Computers and network resources have been provided for educational purposes - game-playing, chain letters, and chat rooms are not acceptable uses of school resources.

E-mail and other computer use or storage is not guaranteed to be private or confidential, but is considered to be school property and may be accessed and reviewed by district personnel and/or other computer users.

Students are taught Internet Safety Curriculum, including network etiquette or digital citizenship, appropriate use of social networking, and cyber-bullying awareness and response. The scope and sequence for the curriculum can be found in the District Curriculum Office and in each school's media center. Vandalism or "hacking" of any kind is prohibited. The security of the system and the rights of other users are to be respected at all times.

Students violating the acceptable use policy will be dealt with according to the discipline policies of the individual school building, the Kearney Public School District, and civil authorities. See Board Policies on Internet Use and Safety and Electronic Communication Devices.

Distribution of a private image of another person's intimate area or of a person engaged in sexually explicit contact is a Class I misdemeanor for a first offense, punishable by up to one year in prison, a \$1,000 fine, or both. Second and subsequent offenses would be a Class IV felony, punishable by up to two years in prison with 12 months post-release supervision, a \$10,000 fine, or both.

Electronic Communication Devices –

An electronic communication device (ECD) is any technology capable of sending or receiving messages using a network, such as a mobile phone, iPod, laptop, scanner, or video game system.

All ECDs, whether owned by Kearney Public Schools, the student, or anyone else, are subject to the rules and regulations of the Kearney Public Schools if they are on school property or using the Kearney Public Schools network.

Cell Phones, Smart Watches, Devices PK-8

Students are not allowed to use cell phones or smart watches/devices for calls or for text messaging in the school building. In the event that cell phones or smart watches/devices are brought to school, they must be turned off and left in the student's locker. Misuse of a cell phone or smart watches/devices will result in the confiscation of the phone or watch/device. Parents must pick up the cell phone or watch/device from the office at the end of the school day.

TRANSPORTATION

Registration

First priority students:

First priority is granted to students living over 4 miles from their home school and/or students that are involuntarily transferred to a school not in their home school attendance area due to building enrollment and/or to receive specialized district services.

*Please note: Students that *voluntarily* transfer to a non-home school and live over 4 miles are NOT guaranteed transportation.

Voluntary transfers are considered second priority students and will be allowed to ride based on the criteria listed below.

Second priority students:

If there is still room on the bus after first priority students are routed, students living in the Kearney Public Schools attendance area will be routed on a first come, first served basis. If the bus is full, the student will be placed on a waiting list until room becomes available on the bus.

*Please note - second priority student transportation is NOT guaranteed for the entire school year. If new students move to Kearney during the school year and either live more than 4 miles OR receive district services, second priority students may no longer be able to ride the bus in order to make room for first priority students.

If a student does not ride the bus for 10 consecutive days the transportation office will attempt to contact the parent from the information provided on the bus registration sheet. If contact with the parent can not be made, the students will be removed from the bus, and be required to re-register to ride the bus. Please make sure to maintain accurate contact information with the transportation office.

Communication will be sent out regularly.

Transportation Protocol

The safe student transportation plan is incorporated in the district's Emergency Response Plan, Board of Education Policy and the Kearney Public Schools Student Transportation Handbook.

For additional Transportation Information: <https://www.kearneypublicschools.org/transportation/>

NOTICES

Child Abuse or Neglect Notification

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition.

The term “promptly” means “within a 24-hour period.”

Notice to Registered Sex Offenders

Registered sex offenders will not be permitted to come onto school property for any purpose and will be issued a “stay away” letter by the Administration Office.

A sex offender registrant, who is a parent or a guardian of a student in the Kearney Public Schools, shall not be permitted to come onto school property for any purpose without specific prior conditional permission of the school principal or designee.

If conditional permission is granted, the conditions for admission to school property will be outlined in a memorandum of understanding between the principal and the sex offender.

The memorandum, signed by both the principal and the sex offender, will include, at a minimum, the following conditions:

- A prohibition against volunteering in any capacity, including field trips
- A requirement that the school administration be notified in advance, prior to attending any function
- A requirement for registering at the front office and stating the purpose of any school visit
- Permission to attend conferences with the child’s teacher at a pre-arranged conference time

Students who are registered sex offenders may not be precluded from attending school.

Notification of Rights Under Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:
Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

The local school district contact in regard to FERPA compliance is:
Dr. Dan Endorf, Director of Student Services & Security
Kearney Public Schools
320 West 24th Street
Kearney, NE 68845
308-698-8005

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listings (if not unlisted), e-mail address, and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student, school and dates of attendance, student's current grade, student's enrollment status (e.g., full-time or part-time), student's date of birth and place of birth, student's extra-curricular participation, student's weight and height **if a member of an athletic team/s**, degrees, student's honors and awards received, student's photograph, and most recent previous school attended.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Parents should contact their Principal's Office to indicate their refusal to have their child's information designated as directory information.

Notice of Non-Discrimination

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

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

Title IX, Title II, Title VI; Section 504
Dr. Melissa Herrmann, Director of Human Resources
320 West 24th Street
Kearney, Ne. 68845
308-698-8011
melherrmann@kearneycats.com

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

Anti-Discrimination, Anti Harassment, Anti-Retaliation

Students

Anti-discrimination, Anti-harassment & Anti-retaliation/Title IX

A. Elimination of Discrimination.

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

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

Title IX, Title II, Title VI & Section 504 –

Mrs. Melissa Herrmann, Human Resources Director
320 West 24th Street
Kearney, Ne. 68845
308-698-8011
melherrmann@kearneycats.com

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

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

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

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth, or related medical condition, sexual orientation or gender identify, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment,

OR

b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and bus, at a class or training program sponsored by the school at another location, or elsewhere.

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

- Name-calling,
- Teasing or taunting,
- Insults, slurs, or derogatory names or remarks,
- Demeaning jokes,
- Inappropriate gestures,
- Graffiti or inappropriate written or electronic material,
- Visual displays, such as cartoons, posters, or electronic images,
- Threats or intimidating or hostile conduct,
- Physical acts of aggression, assault, or violence, or
- Criminal offenses

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

1. Unwelcome sexual advances or propositions,
2. Requests or pressure for sexual favors,
3. Comments about an individual's body, sexual activity, or sexual attractiveness,
4. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
5. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
6. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.,
7. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate.

If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

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

2. Anti-retaliation

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

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

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing, or other similar action.

3. Grievance (or Complaint) Procedures

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

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

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

i. Level 1 (Investigation and Findings):

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

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

District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

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

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

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality

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

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

5. Training

The District will ensure that relevant District employees, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees in addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements

6. Designated Compliance Coordinators

Designated compliance coordinators will be responsible for:

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

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

7. Preventive Measures:

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

District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

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

Preventing Harassment and Discrimination of Employees and/or Students -

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

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, (skin color, hair texture and protective hairstyles) color, religion, national or ethnic origin, sex, disability, age, veteran status, marital status, pregnancy, childbirth or related medical condition, or other protected conditions that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity including, but not limited to:

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

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

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, (skin color, hair texture and protective hairstyles), color, national or ethnic origin, religion, age, handicap, veteran status, marital status, pregnancy, childbirth or related medical condition, or other protected condition, may grieve such matters using the adopted grievance procedures of the Kearney Public School District. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

The following are general definitions of what might constitute prohibited harassment:

- A. Ethnic or racial slurs or other verbal or physical conduct relating to a person's race, (skin color, hair texture and protective hairstyles) color, religion, disability, national or ethnic origin, marital status, veteran status, pregnancy, childbirth or related medical condition, or other protected conditions, constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional, or educational environment.
- B. Age harassment (40 years of age or higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults, or intimidation based on a person's age.
- C. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It may consist of unwelcome sexual advances, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body; comments about an individual's body, sexual activity, or sexual attractiveness; requests or pressure for sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotion, etc.; gender-based harassment; or physical or verbal conduct of a sexual nature such as aggression, assault, or violence, including criminal offenses, against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol; by supervisors or others in the workplace, classroom, or educational environment,

(i) Sexual harassment may also exist when:

- A. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- B. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
- C. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

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

Anti-retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination. The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred.

If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing, or other similar action.

2. Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor, teacher, or the compliance coordinator designated to handle complaints of discrimination. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment, or retaliation to the designated coordinator, or in the case of a student, to another staff person (counselor or principal). Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is available in the office of each District building, on the District's website, and from the designated coordinators.

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

Level 1 (Investigation and Findings):

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

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

The District will complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include witnesses not being available due to an illness or incapacitation, or

additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims.. If extenuating circumstances exist, the extended time frame to complete the investigation will not exceed ten additional working days without the consent of complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

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

Providing the parties with the opportunity to present witnesses and provide evidence.

- a. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- b. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- c. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred.) will be completed.

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

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made.

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) working day after the investigation is completed.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed (victim).

ii .Level 2 (Appeal to the Superintendent)

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within five (5) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board)

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal.

The Board will issue a written determination about the appeal within thirty (30) working days after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

3. Confidentiality

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

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the

District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited.

Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

4. Designated Compliance Coordinator(s):

Designated compliance coordinators will be responsible for:

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

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

5. Preventive Measures:

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

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

Title IX – Procedure for Complaints of Sexual Harassment

A. Complaint Procedure - Generally

Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, administrator, or Title IX Coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure.

Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.

B. Response to a Formal Complaint:

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

Title IX, Title II, Title VI; Section 504

Dr. Melissa Herrmann, Director of Human Resources
320 West 24 th Street
Kearney, Ne. 68845
308-698-8011
melherrmann@kearneycats.com

The formal complaint must be signed by the complainant or by the Title IX Coordinator. The formal complaint procedure may be found in Board Policy 1340.21/4002.12/5401.1.

Notification of Rights under the Protection Of Pupil Rights Amendment (PPRA) -

PPRA affords parents certain rights regarding conducting surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The Kearney Public Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Kearney Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Kearney Public Schools will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey. Kearney Public Schools will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency invasive physical examination or screening as described above.

parents who believe their PPRA rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

The local school district contact in regard to PPRA compliance is:

Dr Dan Endorf, Director of Student Services & Security
Kearney Public Schools
320 West 24th St.
Kearney, NE. 68845
danendorf@kearneycats.com
(308) 698-8005

STUDENT CONDUCT APPENDIX

<p>Level 1 Interventions and Responses</p>	<p>Level 1 Interventions and Responses are aimed to teach alternative behavior so that students can learn and demonstrate safe, respectful and responsible behavior. Staff members are encouraged to try a variety of teaching and classroom management strategies</p>
<p><i>Who: Teachers primarily handle these situations within their classroom. They will seek the support of the Administration, Counselors, SAT chairs, SPED case managers and other members of the team.</i></p> <p>This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under specific circumstances.</p>	<p>Level 1 Response Considerations</p> <ul style="list-style-type: none"> • Teacher or student conference • Time out/Break from classroom • Work Done: Complete Assignment • Loss of Recess/Loss of privilege means losing opportunities that could include extracurricular school activities on or off campus before, during, or after school. • Detention • Spend the remainder of the day in ISS • Verbal Correction • Loss of classroom privileges <p>Level 1 Intervention Considerations</p> <ul style="list-style-type: none"> • Parent or guardian contacted, conference, and/or accompany student to school • Implementation of classroom supports <ul style="list-style-type: none"> · Expectations established and taught · Positive rapport/relationship · Re-teaching, prompting, feedback · Effective classroom supervision • Verbal correction • Collaborative Problem Solving • Written reflection or apology • Seat change • Establish Buddy Teacher/Classroom system • Positive Reinforcements • Refer to MTSS SEBL Handbook

Level 1 Violations	Additional Responses	Behavior Code Minor: Teacher Logs Major: Administration
<p>Bus Misconduct Activity on the bus which is unsafe; refusal to follow directions of the driver or aide</p>	<p>Work with transportation department to complete investigation and follow bus misconduct consequences chart found in transportation handbook.</p>	<p>Minor: Disruptive Behavior Major: 3600 Violation/School Rules</p>
<p>Cheating or Plagiarizing Academic dishonesty including, but not limited to, copying the work of others on school assignments or tests, and using the ideas of writings of another person.</p>	<p>Academic consequences may include requiring student to redo the assignment, issuing alternate assignment or issuing no grade or grade of zero (in consultation with administration).</p>	<p>Minor: Other Major: 3600 Violation/School Rules</p>
<p>Classroom Disruption Student behavior that causes a disruption to the classroom</p>	<p>Refer to Level 1 Response Considerations</p>	<p>Minor: Disruptive Behavior</p>

environment impedes or has the potential to impede the learning of others.		Major: 3600 Violation/School Rules
Behavior Disruptive to the School Environment Student behavior that is unruly or causes disruption to the natural course of the school day.	Refer to Level 1 Response Considerations	Minor: Disruptive Behavior Major: 1500 Disorderly Conduct
Bullying/Harassment When a student engages in a back and forth exchange that includes any hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student(s) against another student(s) or staff member(s) that is disruptive of the educational process including any activity on the internet. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.	Conflict Resolution Process followed and parents of all students involved are notified. This includes when bullying is reported to the school by parents or outside individuals.	Minor: Defiance/Disrespect/Non compliance Major: 3200 Threat/Intimidation <i>*Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.</i>
Dress Code Violation Student attire that has messages, images or phrases that represent distasteful or illegal activities including references to drugs, alcohol, violence, profanity or sexual innuendos. Dress that causes a substantial disruption to the educational environment or poses a safety threat to others. This can include items such as chains, belts or belt buckles, jewelry or other objects that could be used as weapons.	Students will be asked to change/cover/remove the clothing item. Parents will be contacted.	Minor: Defiance/Disrespect/Non compliance Major: 3600 Violation/School Rules
Excessive Tardies/Hall Sweep Arriving late to class excessively, as determined by individual school procedures or is caught in the hallway by school staff after the tardy bell has rang	See KPS Attendance Process Flowchart & Guidelines	Minor: Other Major: 3600 Violation/School Rules
Failure to Serve Detention Student does not serve an assigned detention, whether it is scheduled during the school day or after school hours.	Refer to Level 1 Response Considerations	Minor: Defiance/Disrespect/Non-Compliance Major: 3600 Violation/School Rules
Leaving or Entering the School without Following Procedures Failure of a student to adhere to guidelines for open campus privileges or being in an area off-limits to students.	Refer to Level 1 Response Considerations	Minor: Non-Compliance Major: 3600 Violation/School Rules
Loitering Students in hallways, corners, restrooms, locker rooms or other locations in the building without expressed permission and without the approval and supervision of a classroom teacher.	Refer to Level 1 Response Considerations	Minor: Non-Compliance Major: 3600 Violation/School Rules
Lunchroom and Hallway Misconduct	Refer to Level 1 Response	Minor: Defiance /

Student fails to follow expectations for behavior in the lunchroom, hallways or other common spaces.	Considerations	Disrespect Major: 3600 Violation/School Rules
Misuse of Pass/Out of Area Student is out of his or her assigned area during the school day, or uses a hall pass in a way not intended by the issuer	Refer to Level 1 Response Considerations	Minor: Defiance / Disrespect Major: 3600 Violation/School Rules
Misuse of Computers or Network Creation or access of inappropriate material; vandalizing; gaining or attempting to gain unauthorized access; using computers or networks for harassing or threatening or other non-educational purpose. OR Direct or indirect use of district computers, computer networks or computer systems which involves offensive, personal, commercial or other inappropriate messages . OR Other actions that are a violation of the District Technology Policy.	Refer to Level 1 Response Considerations and Acceptable Use Agreement (AUA)	Minor: Defiance / Disrespect Major: 3600 Violation/School Rules
Nuisance Item Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, obnoxious or dangerous that it substantially interferes with or disrupts the learning environment. This may include items that have the potential to cause a disruption or chewing gum.	Item(s) will be confiscated and returned to the parent or to the student.	Minor: Defiance / Disrespect Major: 3600 Violation/School Rules
Inappropriate Clothing Clothing which is construed to be distracting to the learning environment, per district and/or school guidelines.	Student will be asked to change and will be given clothing if necessary.	Minor: Non-Compliance Major: 3600 Violation/School Rules
Inappropriate or Disparaging Language Using inappropriate words or topics of conversation (Without threats directed towards specific staff) in school including use of disparaging, demeaning language, or symbolic actions of any kind including, but not limited to gestures, drawings, symbols, or language.	Refer to Level 1 Response Considerations	Minor: Inappropriate Language Major: 3600 Violation/School Rules
Insubordination/Non-Compliance Failure to comply with the instructions of school staff when current behavior prevents success of the student or impacts learning. Behavior does not pose a threat to others and is not dangerous. No threats are directed at staff members.	Refer to Level 1 Response Considerations	Minor: Defiance / Disrespect Major: 2200 Insubordination/Disobedience
Threat—Level 1: Using a threat as part of a common expression or in a context that the recipient does not feel threatened, frightened, or coerced (“Oh, I could just kill you for that” or “I ought to punch you in the nose.”)	Refer to Level 1 Response Considerations	Minor: Inappropriate Language Major: 3200 Threat/Intimidation
Tardy to class When a student repeatedly continues to be tardy to a class.	There will be no out of school suspension for attendance infractions; KPS attendance policy will be followed.	Minor: Non-Compliance Major: 3600 Violation/School Rules
Truancy Neither the family nor school officials know the student's whereabouts or the student is refusing to attend school or class	There will be no out of school suspension for attendance infractions; KPS attendance policy will be followed	Minor: Other Major: 3600 Violation/School Rules

<p>Level 2 Interventions and Responses</p>	<p>Level 2 interventions often involve support staff, both school-based and within the community, and/or the administrator. These interventions aim to increase the student's skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p> <p>Short-term In School Suspensions may be applied due to the severity or chronic nature of an individual behavior. In cases of multiple suspensions, a problem solving team may be utilized.</p>
<p><i>Who: A support team including teachers, alpha assigned administration, Counselors, SAT chairs, SPED case managers, social workers, and others may work together to support the student.</i></p> <p>This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.</p>	<p>Level 2 Response Considerations</p> <ul style="list-style-type: none"> • Loss of classroom privileges • Teacher or student conference • Time out/Break from classroom • Work Done: Complete Assignment • Loss of Recess/Privileges • Detention • In School Suspension ranging 1-5 days • Out of School suspension for remainder of the day • Bus Suspension • Out of School suspension for remainder of the day and following day <p>Level 2 Intervention Considerations</p> <ul style="list-style-type: none"> • Parent or guardian collaboration (consider a parent and/or student meeting upon reentry) • School Counselor support • Change in schedule or class • Social Worker Referral • Peer mediation • Service to school/Service to Community • Conflict resolution • Restorative Practices • Loss of school privileges • Temporary removal from the bus, cafeteria, or other location • Review or revision of student plan • Referral to community agency • Positive Reinforcements • Refer to MTSS SEBL Handbook

Level 2 Violations	Response	Behavior Code (All Major)
<p>Bus Misconduct Activity on the bus which is unsafe; refusal to follow directions of the driver or aide</p>	<p>Collaborate with transportation department</p>	<p>3600 Violation/School Rules</p>
<p>Compromising building security. Tampering with school entrances/exits for the purpose of entry later by self or peers, student loitering during non-school hours, skateboarding, longboarding, rollerblading, letting people into the building, littering, multiple students in the same restroom stall at one time, unsupervised activities during the school day, or any other activity deemed by administration to threaten building safety and security.</p>	<p>Refer to Level 2 Response Considerations</p>	<p>3600 Violation/School Rules</p>
<p>Exposure to Bodily Fluids Purposeful spitting, throwing, wiping, biting, or otherwise dispersing bodily fluids on or to another student or staff member.</p>	<p>Refer to Level 2 Response Considerations</p> <p>Mandatory ISS or OSS</p>	<p>3600 Violation/School Rules</p>

<p>Engaging in Verbal Conflict Disrupting the school environment by engaging in a loud argument that may include disparaging comments or discussion of potential physical conflict.</p>	<p>Refer to Level 2 Response Considerations Minimum of ISS remainder of the day</p>	<p>1500 Disorderly Conduct</p>
<p>Fighting: Mutual attempt to physically harm another person through mutual combative physical contact. Not planned, but erupts spontaneously and is a first offense during that school year.</p>	<p>Refer to Level 2 Response Considerations Minimum of OSS</p>	<p>1700 Fighting (Mutual Altercation)</p>
<p>Bullying/Harassment Continued behavior between students, and after administrative intervention that includes hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student(s) against another student(s) or staff member(s) that is disruptive of the educational process including any activity on the internet. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.</p>	<p>Refer to Level 2 Response Considerations Both students are instructed to stop all behaviors immediately and parents are informed. KPS Bullying and Harassment steps will be followed as appropriate.</p>	<p><u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual <i>*Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.</i></p>
<p>Misuse of Computers or Network Creation or access of inappropriate material; vandalizing; gaining or attempting to gain unauthorized access; using computers or networks for harassing or threatening or other non-educational purpose. OR Direct or indirect use of district computers, computer networks or computer systems which involves offensive, personal, commercial or other inappropriate messages . OR Other actions that are a violation of the District Technology Policy.</p>	<p>Refer to Level 2 Response Considerations and Acceptable Use Agreement (AUA)</p>	<p>3600 Violation/School Rules</p>
<p>Nuisance Item (Dangerous): Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, obnoxious that it substantially interferes with or disrupts the learning environment and presents a danger or potential danger to the school environment. This may include items such as matches, lighters, pepper spray, etc.</p>	<p>Refer to Level 2 Response Considerations Item(s) will be confiscated and returned to the parent.</p>	<p>3600 Violation/School Rules</p>
<p>Physical Contact Any unwanted physical contact between students that does not cause injury or danger, but results in a needed intervention. (Or that causes a disruptive or dangerous environment) Including, but not limited to: Pushing, Shoving, Running, Chasing, Touching, Throwing, or Related Non-Injurious Behaviors.</p>	<p>Refer to Level 2 Response Considerations Minimum ISS for remainder of the school day</p>	<p>2500 Physical Altercation minor</p>
<p>Possession of Obscene or Pornographic Literature, Materials, or Electronic Images</p>	<p>Refer to Level 2 Response Considerations and Acceptable Use</p>	<p>3600 Violation/School</p>

The possessing, taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise	Agreement (AUA) Item(s) will be confiscated and returned to the parent.	Rules
Property Damage Causing or attempting to cause damage to property, or repeated damage to property. This shall include school property lent to the student which the student damages. As to any such damaged property, the student's parent(s) or guardian(s) shall be liable for the damage to the school property. Neb. Rev. Stat. §79-267(2).	Refer to Level 2 Response Considerations Student may be issued monetary consequences to repair damage.	3500 Vandalism
Reckless Behavior Resulting in Injury of Others Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk. Physical misconduct that causes injury to another person. The conduct is not intentional but the injury was caused by negligence or potential misconduct by the student.	Refer to Level 2 Response Considerations Minimum of ISS for remainder of the day	1300 Battery
Recording Others Recording others (photographs, videotaping, sound recording, or otherwise transmitting images and/or sounds of another person or persons, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public.	Refer to Level 2 Response Considerations and Acceptable Use Agreement (AUA) Confiscate device and contact parent to pick it up.	3600 Violation/School Rules
Refusal to Cooperate with School Staff A student, who has already been sent to the office for misbehavior, continues to fail to comply with directions from staff.	Refer to Level 2 Response Considerations Minimum of OSS for remainder of the day	3600 Violation/School Rules
Theft: Stealing or attempting to steal property from another individual or the school. When an item is valued at less than \$100 or does not require forced entry into a classroom, locker room, locker, vehicle and there was no damage to property during the theft or attempted theft. (Examples: Taking a small item off of an open table or picking up an item left out by another student.)	Refer to Level 2 Response Considerations Notification of law enforcement	3100 Theft
Threat—Level 2: Using an expression (verbal or non-verbal) or an implied or veiled threat with the intent of threatening, frightening, or coercing another and the recipient feels threatened, frightened, or coerced.	Refer to Level 2 Response Considerations Minimum of ISS for remainder of the school day	3200 Threat
Tobacco Possession Possession of Tobacco or look-alike substance, including cigarettes, chewing tobacco, cigars, lighters, matches, and other paraphernalia, including vapor products (i.e. electronic nicotine delivery systems) associated with the physical inhalation or absorption of tobacco which intend to replicate tobacco products either by appearance or effect.	Refer to Level 2 Response Considerations Minimum of ISS for remainder of the day	3300 Tobacco
Tobacco Use To include students found to be in use of tobacco or a product that may be used to distribute tobacco or the chemical nicotine while in the school building, or on school grounds	Minimum of OSS for remainder of the school day	3300 Tobacco
Unauthorized Use of Camera, Video Device, Personal Device or Recording Device Student use of cameras/video devices to record or photograph the school, classroom, teacher or other students without explicit, prior authorization of the principal/classroom teacher and other	Refer to Level 2 Response Considerations and Acceptable Use Agreement (AUA)	3600 Violation/School Rules

student. Any unauthorized recording or photography is prohibited.	Confiscate device and contact parent	
Vandalism or Damage to School or Private Property: Causing or attempting to cause damage to property. This includes school property that is lent to the student.	Refer to Level 2 Response Considerations Monetary compensation for the damage. Potential loss of privileges	3500 Vandalism
Verbal or Written Abuse to Staff, Nonthreatening Language or behavior that is disrespectful to a staff member but is not severe in nature or use significant profanity. This would include statements like, "I'm not doing that!" "Whatever!" "You can't make me." "This is stupid."	Refer to Level 2 Response Considerations Minimum of ISS for remainder of the day	1500 Disorderly Conduct
Vulgarity/Profanity Written or oral language that is disgusting and/or repulsive, but does not constitute harassment and is not directed at staff members.	Refer to Level 2 Response Considerations	1500 Disorderly Conduct
Youth Gang Apparel and Behaviors Wearing apparel as identified by the Kearney Public Schools as gang related; wearing or carrying any item meant to identify a person as a gang member; writing gang graffiti, possessing items containing gang graffiti, or the display of gang hand signs with the intent or potential to intimidate others or that creates a disruptive or unsafe learning environment.	Refer to Level 2 Response Considerations Student will be asked to change or stop behavior and ISS for remainder of the school day.	1500 Disorderly Conduct
Repeated Disruptive Behavior Behavior that causes a repeated disruption to the classroom and in which the student does not participate in or respond to Level 1 Interventions.	Refer to Level 2 Response Considerations Increased consequences to fit the repetitive nature of the behavior.	1500 Disorderly Conduct

Level 3 Interventions and Responses	Level 3 violations will involve the removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In cases of multiple suspensions, a problem solving team may be utilized.
Who: Teachers and other staff members will refer students to any administrator who will work with the team to identify the appropriate intervention and response. This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.	Level 3 Responses <ul style="list-style-type: none"> • In School Suspensions between 1-9 days • Short term Out of School Suspensions between 1-5 days • Long term Out of School Suspensions between 6-10 days Level 3 Interventions <ul style="list-style-type: none"> • Interventions from all previous levels • Parent or guardian collaboration (Parent meeting may be required upon re-entry from a suspension) • IEP or SAT team meeting • Restorative Practices strategies, including school and community service • Communication with law enforcement (as needed) • Change of schedule

Level 3 Violations	Response	Behavior Code
Recording Others Recording others (photographs, videotaping, sound recording, or	Refer to Level 3 Response Considerations and Acceptable Use	3600 Violation/School

otherwise transmitting images and/or sounds of another person or persons, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public. Any recording in the restrooms, locker rooms or other private spaces will be considered major offenses.	Agreement (AUA) Confiscate the device and contact parent to pick it up.	Rules
Possession of Medication Student possession of medication that is prescribed or non-prescribed that is on the student's person and has not been given to the nurse for proper dispensing. Student shows no evidence of distribution or intent to distribute.	Refer to Level 3 Response Considerations Contact parents and arrange for pick up.	3600 Violation/School Rules
Possession of Look alike Weapons: Possessing a lookalike weapon, the object must closely resemble a real weapon in size and shape even when examined up close. Weapon is visible or known, but is not used in a threatening manner.	Refer to Level 3 Response Considerations Item(s) may be confiscated and returned to the parent. More consequences may be issued based on the situation.	3600 Violation/School Rules
Assault, No Injury Attempting to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent personal injury. An assault is violence by one party in which the other individual does not initiate contact or retaliation and that is unprovoked.	Refer to Level 3 Response Considerations Notification of law enforcement	1300 Battery
Bullying/Harassment Any ongoing and continued behaviors that have been outlined and addressed through a conflict resolution model where hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student or staff member through the act of intimidating, frightening, oppressing, or adversely controlling the student or staff member, and that is disruptive of the educational process or any ongoing pattern of physical, verbal, written, graphic, demonstrative or electronic abuse, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a designee, or at school-sponsored activities or school-sponsored athletic events. This may include, but is not limited to, verbal, graphic, written or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, bumping, tripping, and damaging clothing.	Refer to Level 3 Response Considerations KPS Bullying and Harassment steps will be followed, as appropriate	<u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual <i>*Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.</i>
Damage to Property Willfully or recklessly causing or attempting to cause damage to student, teacher or school property.	Refer to Level 3 Response Considerations	3500 Vandalism

<p>Disruption in the ISS room Student who is currently placed in the ISS room and continues to display disrespectful, disruptive or non-compliant behavior.</p>	<p>Refer to Level 3 Response Considerations</p>	<p>1500 Disorderly Conduct</p>
<p>Possession of Alcohol, or Prescription Drugs without use Bringing prescription drugs to school that do not belong to the student, but without taking them or making any known effort to distribute. This also includes finding alcohol or drugs in a student vehicle that were not brought into the school building, were not used or distributed and were found while administration was conducting an unrelated search.</p>	<p>Minimum of OSS</p>	<p>1000 - Alcohol 1600 - Drugs</p>
<p>Exposure to Bodily or Dangerous Fluids Intentional spitting, throwing, wiping, biting, or otherwise dispersing bodily fluids on or to another student or staff member thereby jeopardizing their safety, or exposing others to dangerous substances including pepper spray or other chemicals.</p>	<p>Refer to Level 3 Response Considerations Notification of law enforcement Minimum of long-term suspension</p>	<p>3600 Violation/School Rule</p>
<p>False Alarm/Tampering with Safety and Security Systems Tampering with school entrances/exits or emergency warning systems that creates a false alarm signal and triggers an emergency response or causes damage or the intent to cause damage to cameras, fire alarms, locks, door sensors or other safety and security systems within the school.</p>	<p>Refer to Level 3 Response Considerations Notification of law enforcement</p>	<p>3500 Vandalism</p>
<p>False Allegations Against Staff Any knowingly or recklessly false allegation against a staff member, written, spoken or otherwise communicated which is harmful to the reputation of the staff member, or which may impede the ability of the staff member to perform assigned duties.</p>	<p>Refer to Level 3 Response Considerations</p>	<p>3200 Threat/Intimidation</p>
<p>Fighting that Causes Substantial Harm: Physical attack of one student on another that is not mutual and results in substantial physical harm of one student to another. Planned attack or one which was orchestrated by the student. And/or fighting that involves a large number of students.</p>	<p>Refer to Level 3 Response Considerations Notification of law enforcement Minimum of long-term suspension</p>	<p>1700 Fighting</p>
<p>Repeated Fighting: Student who engages in multiple physical or aggressive attacks with the same or different students.</p>	<p>Refer to Level 3 Response Considerations Notification of law enforcement Minimum of long-term suspension</p>	<p>1700 Fighting</p>
<p>Harassment Any physical, verbal, graphic, electronic, or written material or behavior, which may be related, but not limited to a person's disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status which has the effect of creating an intimidating, hostile, or offensive school environment. Repeated or of an egregious nature.</p>	<p>Refer to Level 3 Response Considerations Notification of law enforcement</p>	<p><u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual</p>
<p>Possession of Obscene or Pornographic Literature, Materials, or Electronic Images The possessing, taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs that causes a substantial disruption to the learning environment and/or were captured at school or were dispersed to other students in the school environment.</p>	<p>Refer to Level 3 Response Considerations and Acceptable Use Agreement (AUA) Notification of Law Enforcement Item(s) will be confiscated and returned to the parent.</p>	<p>2400 Obscene Behavior</p>

<p>Possession of Look alike Weapons Possessing a lookalike weapon, the object must closely resemble a real weapon in size and shape even when examined up close. Weapon is used in a threatening manner or used to provoke or intimidate others or in a manner that causes concern of others.</p>	<p>Refer to Level 3 Response Considerations</p> <p>Item(s) will be confiscated and returned to the parent. Minimum of OSS. Notification of law enforcement</p>	<p>3797 - Other object</p>
<p>Profanity Directed Towards Staff Students who use significant profanity that is directed at staff members.</p>	<p>Refer to Level 3 Response Considerations</p>	<p>1500 Disorderly Conduct</p>
<p>Public Indecency Behaviors described in Nebraska Statute 28-806 Behavior resulting in public indecency. "Public indecency" shall mean performing, procuring, or assisting any other person to perform, in a public place and where the conduct may reasonably be expected to be publicly viewed: (1) An act of sexual penetration; (2) An exposure of the genitals, female breasts or buttocks of the body done with intent to affront or alarm any person; or (3) A lewd fondling or caressing of the body of another person of the same or opposite sex.</p>	<p>Refer to Level 3 Response Considerations</p> <p>Notification of law enforcement</p>	<p>2400 Obscene Behavior</p> <p>2900</p>
<p>Sexual Assault Any sexual assault or attempt to sexually assault any person. Sexual assault shall mean sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320 or sexual assault of a child in the first, second or third degree as defined in Neb. Rev. Stat. §§28-319.01 and 320.01. Neb. Rev. Stat. §79-267(9).</p>	<p>Refer to Level 3 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	<p>2800 Sexual Battery</p>
<p>Sexual Contact The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by the actor. The sexual contact must be such that it can be reasonably construed as being for the purpose of sexual arousal or gratification of either party. Neb. Rev. Stat. §§28-318 and 320.</p>	<p>Refer to Level 3 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	<p>2800 Sexual Battery</p>
<p>Sexual Harassment Unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact.</p>	<p>Refer to Level 3 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	<p><u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual</p>
<p>Threat—Level 3: Threatening to kill or injure another person or threatening to damage property with potential for personal injury, without possessing a weapon or other object that could kill or injure the threatened or intimidated person, and the student describes how it will be done, including any threats that concern dangerous chemical substances, biochemical attacks, or bioterrorism.</p>	<p>Refer to Level 3 Response Considerations</p> <p>Notification of law enforcement</p>	<p>3200 Threat/Intimidation</p>
<p>Threatening With An Object:</p>	<p>Refer to Level 3 Response</p>	<p>3740 Other</p>

Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a lookalike weapon, the object must closely resemble a real weapon in size, shape and color even when examined up close. No injury or contact between individuals is made, and threats are verbal or written in nature.	Considerations Notification of law enforcement	object used as a weapon
Theft: Stealing, attempting to steal property, being in possession of stolen property, or repeated theft of property. This will include school property lent to a student that is not returned upon demand by an authorized staff member and for which there is no reasonable justification for the failure to return the property. This also includes thefts from KHS food service outlets. Neb. Rev. Stat. §79-267(2).	Refer to Level 3 Response Considerations Notification of law enforcement	3100 Theft
Threats or Intimidation Use of violence, force, coercion, threat, and intimidation or similar conduct in a manner that constitutes substantial interference with school purposes.	Refer to Level 3 Response Considerations Notification of law enforcement	3200 Threat/Intimidation
Under the Influence of a Controlled Substance: Coming to school or a school activity under the influence of a controlled substance, recreational drug or alcohol.	Refer to Level 3 Response Considerations Notification of law enforcement	1000 - Alcohol 1600 - Drugs
Unlawful Activity: Engaging in any activity forbidden by state or federal law and not otherwise specifically included in this CODE which creates potential danger in the school environment or interference with school purposes.	Refer to Level 3 Response Considerations Notification of law enforcement	3600 Violation/School Rule
Verbal or Written Abuse of Staff, Threatening: Abusive communication directed at staff which includes words or actions that threaten the individual's safety and security.	Refer to Level 3 Response Considerations Notification of law enforcement	<u>Harassment codes:</u> 1920 Disability 1930 Gender/Sexual Orientation 1800 General (non-sexual) 1910 Racial 1940 Religious 1900 Sexual
Assault on School Personnel Violence, aggression or physical contact with or directed at school personnel which causes physical harm or creates an unsafe environment in which they feel significantly threatened due to mannerisms, actions, or the physical presence of the student. Examples include but are not limited to throwing items, punching, posturing, blocking an entrance or exit, swinging at a staff and not making contact, etc.	Refer to Level 3 Response Considerations Notification of law enforcement	1300 Battery
Weapon (other than firearm and not being used) Possessing any object or material that is ordinarily and/or generally considered to be a weapon that could be used to injure a person. The weapon is not being held or used by the student and is not threatening but is in the student's possession. This could include but is not limited to having a pocket knife in their bookbag.	Refer to Level 4 Response Considerations Notification of law enforcement Contact Director	3723 - Knife 3721 - Knife 3797 - Explosive Device

Level 4

Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the long term removal of a

	student from the school environment due to the severity of the behavior. Such violations may result in long term suspension up to expulsion from school
<p>Who: These situations will be referred immediately to a member of the Administrative Team and handled swiftly and in collaboration with the entire team and District Office personnel.</p> <p>This list of Interventions is not intended to be exhaustive, nor will every school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.</p>	<p>Level 4 Responses</p> <ul style="list-style-type: none"> • Long-Term Suspension, Reassignment, or Expulsion <p>Long-term suspension may be applied when it is feasible to reintegrate the student back into the school environment. Changes in schedules or placements may be applied when chronic misbehaviors are present and school staff have documented efforts to intervene and support acceptable behavior. Expulsion may be applied when the student's presence at school is deemed too dangerous or disruptive for staff to maintain a safe and positive climate.</p> <p>Level 4 Reentry Interventions</p> <p>Upon return to a traditional school setting after a reassignment or expulsion, the school staff will establish a plan of support for the student's ongoing success at school that may include the following:</p> <ul style="list-style-type: none"> • Interventions from all previous levels • School reentry plan • Alternative educational placement/setting • Communication with law enforcement, probation or other agencies

Level 4 Violations	Responses	Behavior Code
<p>Arson Intentionally setting or attempting to set a fire on or in school property.</p>	<p>Refer to Level 4 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	1100 Arson
<p>Assault with Injury (Intentional) Assault of another person where the student has knowingly and intentionally used force to cause personal injury.</p>	<p>Refer to Level 4 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	1300 Battery
<p>Possession of Drugs, alcohol, prescription medication or other illegal substances: Possession of prescribed medications is prohibited. Students may possess non-prescribed medications, but they may not possess prescribed medications except in transport to and from school. Prescribed medications must be turned into the nurse upon arrival at school.</p>	<p>Refer to Level 4 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	1000 - Alcohol 1600 - Drugs
<p>Firearm Knowing and intentional possession, use or transmission of a firearm as defined in 18 U.S. Code 921 (see firearm definition in Glossary section) as well as unintentionally possessing weapon in student vehicles. This does not include lookalike items.</p>	<p>Refer to Level 4 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	3713 - Firearm
<p>Threatening With An Object: Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a lookalike</p>	<p>Refer to Level 4 Response Considerations</p>	3740 - Other object used as a weapon

<p>weapon, the object must closely resemble a real weapon in size, shape and color even when examined up close.</p>	<p>Notification of law enforcement</p> <p>Contact Director</p>	
<p>Under the Influence of a Controlled Substance: Coming to school or a school activity under the influence of a controlled substance, recreational drug, prescription drug unders misuse or alcohol.</p>	<p>Refer to Level 4 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	<p>1000 - Alcohol 1600 - Drugs</p>
<p>Selling, Distributing, Intent to Distribute, or Attempting to Distribute Drugs, Alcoholic Beverages, or a Controlled/ Imitation Controlled Substance: Distribution or attempted distribution to any other person, of any illegal narcotic drug, controlled substance, look-a-like substance, mood-altering or behavior affecting substance, drug paraphernalia, or alcohol, or of any prescribed medication. OR Receiving any of the above mentioned substances from another student at school.</p>	<p>Refer to Level 4 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	<p>1000 - Alcohol 1600 - Drugs</p>
<p>Sexual Assault Sexual Assault in the first or second degree as defined in Nebraska Statutes 28-319 and 28-320</p>	<p>Refer to Level 4 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	<p>2800 Sexual Battery</p>
<p>School Threat (verbal or written) Causing a substantial disruption to the school environment and/or placing students at risk by a threat of violence at school or towards the school in general or specific students and groups of people that threaten the safety of the building. This could including making a false report, or activating an alarm, bomb threats, threats to bring weapons, threats to shoot others, death threats, kill lists and other such threats.</p>	<p>Refer to Level 4 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	<p>2700 School Threat</p>
<p>Weapon (other than firearm) Possessing, handling, transmitting, using, intimidating with, or threatening with any object or material that is ordinarily and/or generally considered a firearm, explosive, destructive device, or weapon, including, but not limited to, guns, firearms, knives, throwing stars, brass knuckles, chemical substances (including but not limited to mace, pepper guns, and bleach) and any other object that could be used to injure a person.</p>	<p>Refer to Level 4 Response Considerations</p> <p>Notification of law enforcement</p> <p>Contact Director</p>	<p>3723 - Knife 3721 - Knife 3797 - Explosive Device</p>
<p>Repeat Rule Violations</p>	<p>Refer to Level 4 Response Considerations</p> <p>Contact Director</p>	<p>3600 Violation/School Rule</p>



KEARNEY
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ELEMENTARY ADDENDUM
2023-2024

ELEMENTARY CURRICULUM

English/Language Arts

This area includes reading, writing, listening, and speaking. Reading focuses on helping students find meaning in written words. A strong beginning in phonemic awareness is important to reading mastery. Rich literature selections draw student interests and create a positive disposition to read. The district focuses on the five elements of reading: phonemic awareness, phonics, fluency, comprehension and vocabulary.

Children learn to read by reading often. Parents who read daily with their children provide strong motivation for successful readers.

Students are taught various genres of writing, including expository, narrative, and informative. Students are also taught writing traits such as organization, ideas, sentence fluency, revision, voice, editing and note taking.

Reading, spelling, and writing instruction are integrated to help students make connections in their literacy learning.

Special reading support is available through Title I programs at qualifying buildings and reading support teachers at other buildings. Special reading approaches are available.

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-2020 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Improvement Act. A student who is identified as having a reading deficiency pursuant to the Reading Improvement Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs.

- (1) Each supplemental reading intervention program shall:
 - (a) Be provided to any student identified as having a reading deficiency;
 - (b) Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
 - (c) Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading programs may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.
- (2) The supplemental reading intervention program may also include:
 - (a) Reading intervention techniques that are based on scientific research and best practices; adjust instruction accordingly;
 - (c) Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment.
 - (i) Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - (ii) Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - (iii) Daily targeted individual or small- group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
 - (d) Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent- guided home reading; or

- (e) Access to before-school or after-school supplemental reading intervention with a teacher tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant to section 24 of this act to remedy such reading deficiency. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to section 24 of this act until the student is no longer identified as having a reading deficiency.

Math

This area emphasizes understanding of number sense operations, algebra, geometry, problem solving, and data. Students will be provided opportunities to solve and model math problems, communicate math ideas with others, and make mathematical connections to other topics. Math reasoning is nurtured so that students may become confident in the use of mathematics as well as the technical tools to solve math problems.

Science

This area develops science knowledge, concepts, understanding, and the application of science process skills. Hands-on experiments and technology are used to stimulate students' natural curiosity about the world. Students interact with nature to observe "cause and effect" elements of the environment.

Social Studies & American History

This area develops students' understanding of their physical and social environment. Students gain understanding from their immediate surroundings in the global universe. They learn to become effective citizens in an ever-changing, multicultural world.

Map and globe skills are an integral part of the elementary social studies program.

Nebraska law requires that all social studies courses must include and adequately stress contributions of all ethnic groups to the development and growth of America into a great nation; to art, music, education, medicine, literature, science, politics, and government; and to the war services in all wars of this nation.

All grades of all public and private schools, below the 6th grade, must devote at least 1 hour per week to exercises or teaching periods for the following purpose: the discussion of stories having to do with American history or the deeds and exploits of American heroes; the historical background, memorization, and singing of patriotic songs such as the Star-Spangled Banner and America the Beautiful; the development of respect for the American flag as a symbol of freedom and the sacrifices of those who secured that freedom; and instruction as to proper conduct in the presentation of the American flag.

In at least two of the three grades from the 5th grade to the 8th grade in all public and private schools, time must be set aside for the teaching of American history from the social studies curriculum, which must be taught in such a way that all students are given the opportunity to: become competent, responsible, patriotic, and civil citizens who possess a deep understanding of and respect for the U.S. Constitution and the Constitution of Nebraska; and prepare to preserve, protect, and defend freedom and democracy in our nation and our world.

Appropriate patriotic exercises suitable to the occasion must be held under the direction of the Superintendent in every public and private school on:

- George Washington's birthday
- Abraham Lincoln's birthday
- Dr. Martin Luther King, Jr's birthday
- Native American Heritage Day
- Constitution Day
- Memorial Day
- Veterans' Day
- Thanksgiving Day

...or the day or week preceding or following such a holiday, if the school is in session.

In addition, appropriate exercises may be held on Flag Day and State Fire Day.

Music

Music is formally provided 2-3 times weekly by music specialists. The emphasis is on understanding music, self-expression, and satisfaction/accomplishment through participation in musical experiences. Fifth grade students may elect to participate in orchestra classes taught by an instrumental music specialist. The weekly lesson provides familiarity with an instrument and satisfaction/accomplishment in music production.

Physical Education

Specialists provide 2-3 weekly lessons that emphasize physical fitness, healthy behaviors, motor skill development, recreational and sports skills, and confidence in bodily movement.

Art

Discipline-based art education is supported by art specialists working with elementary teachers. Students discuss art history, art criticism, art aesthetics, and art production. The program encourages self-expression in images, and teaches techniques to develop art concepts. Art instruction is designed to provide students with opportunities to understand and appreciate ideas, connect individual perspectives, create art to generate ideas, and present art ideas to the community.

Media Services

Students utilize the media center to explore literature and develop research skills. Students are shown how to access information using technology skills. Media specialists/librarians support students' learning in the core areas through supplementary materials.

Health

This area is addressed by science and physical education teachers, nurses, and community specialists who present programs to students. Health knowledge, nutrition, attitudes, and behavior are addressed by teachers and school counselors to help students become responsible health-related decision makers, capable of self care.

Drug, alcohol, tobacco-free curriculum

Lessons are provided on the use, misuse, and abuse of drugs, alcohol and tobacco with the intent of teaching good decision-making skills. Students are instructed on issues of illegality, and negative health and social effects of using these products. Resistance skills and positive decision-making are taught by school counselors.

Technology

Students are taught keyboarding skills, Internet usage (with parent permission), and applications using curriculum-based software that supports academic learning. Computers are used for writing production, class presentations, tools for math and science, extra drill on basic concepts, research, and learning assessments.

Social Emotional

Students have the opportunity to learn the tools to excel in and out of the classroom with curriculum focused on student's emotion management, situational awareness, and academic achievement. Classroom teachers provide weekly Second Steps lessons focused on SEL education.

School Counseling

Students participate in classes through a comprehensive school counseling program addressing the academic, career and personal/social development. Topics include Bullying Prevention, Child Protection, Keys to Success, College & Career Readiness and other topics to support student development.

Grade Level Curriculum at-a-glance documents are available for each grade level. Contact your classroom teacher, principals, or visit the KPS curriculum website.



KEARNEY
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MIDDLE SCHOOL ADDENDUM

2023-2024

Honor Roll

Honor Roll for Kearney Public Middle Schools is calculated for 6th, 7th, and 8th graders each nine-week period (Term). Honor Roll is determined by using Term Grade Point Average (GPA). A student's Term GPA is calculated using all classes graded with letter grades (A through F). Honor roll students will be recognized as follows:

Principal's Honor Roll - Students earning an "A" in EVERY class for the term.

B Honor Roll - Students earning a Grade Point Average of 3.0 and above

Students with a grade of 'D' 'F' or 'Incomplete' will not qualify for Honor Roll. Term Honor Rolls are posted by the office.

The formula for calculating a student's Term Grade Point Average (GPA) uses Grade Points (GP) and Credits (C). Grade Points (GP) are numbers assigned to letter grades.

A+ or A or A-	= 4	Grade Points
B+	= 3.2	Grade Points
B or B-	= 3	Grade Points
C+	= 2.2	Grade Points
C or C-	= 2	Grade Points
D+	= 1.2	Grade Points
D or D-	= 1	Grade Points
F	= 0	Grade Points

Credits (C) are assigned to classes according to whether the class meets every day or every other day. Classes that meet every day are assigned a credit value of 2.5. Classes that meet every other day are assigned a credit value of 1.25

Description of how Term GPA is calculated

For each class separately, the Credit (C) is multiplied by the Grade Point (GP). These numbers are added together. That number is then divided by the total number of Credits (C).

The formula for calculating Term GPA as described above

$$\frac{(C \times GP) + (C \times GP) + (C \times GP) + (C \times GP)}{\text{Total Credits}}$$

Example of Term GPA calculation

English	B+	(2.5 Credits x 3.2 Grade Points)
Math	A-	(2.5 Credits x 4 Grade Points)
Geography	C+	(2.5 Credits x 2.2 Grade Points)
P.E.	B	(1.25 Credits x 3 Grade Points)
Science	A	(2.5 Credits x 4 Grade Points)
Reading	B-	(1.25 Credits x 3 Grade Points)

English	Math	Geography	P.E.	Science	Reading
(2.5×3.2)	(2.5×4)	(2.5×2.2)	(1.25×3)	(2.5×4)	(1.25×3)
$(2.5 + 2.5 + 2.5 + 1.25 + 2.5 + 1.25)$					

Simplifies to

$$\frac{(8) + (10) + (5.5) + (3.75) + (10) + (3.75)}{(12.5)}$$

Simplifies to

$$\frac{41}{12.5}$$

Simplifies to

Term GPA = 3.280

Extracurricular Activities Policy

Kearney Middle School extracurricular activities include interscholastic athletic practices and competitions, concerts, performances, and all other school sponsored activities and events. Middle school students participating in extracurricular activities are considered ambassadors for both the school and the community. Only the highest standards of conduct and appearance will be allowed. Misbehavior by students (participants and spectators) at all extracurricular activities will be handled in accordance with regular school policy.

Guidelines for Participation in Non-Athletic Extracurricular Activities

This includes concerts, performances, and all other school sponsored activities and events.

1. Any student who is absent from school, except for a medical or dental appointment, a funeral, or other circumstances approved by the administration, will not be permitted to attend or participate in any extracurricular activity scheduled for that particular day.
2. In order for a student to participate in a scheduled extra-curricular activity, the student must be in attendance by 12:00 p.m. on the day of the event.
3. Any student placed on in-school or out-of-school suspension will not be permitted to attend or participate in any extracurricular activity scheduled for that particular day.

Guidelines for Participation in Interscholastic Athletic Extracurricular Activities

This includes interscholastic athletic practices and competitions. 8th grade students may participate in interscholastic football, volleyball, basketball, wrestling, soccer and track. 7th grade students may participate in interscholastic wrestling and track and soccer. Interscholastic athletic extra-curricular activities emphasize participation, development of athletic skills, knowledge of fundamentals and promotion of good sportsmanship. Kearney Middle Schools are a member of the Great Plains Middle School Athletic Conference along with the following schools: Barr, Walnut and Westridge Middle Schools of Grand Island; Columbus Middle School; and Hastings Middle School.

1. Any student who is absent from school, except for a medical or dental appointment, a funeral, or other circumstances approved by the administration, will not be permitted to attend or participate in any extracurricular activity scheduled for that particular day.
2. In order for a student to participate in a scheduled extra-curricular activity, the student must be in attendance by 12:00 p.m. on the day of the event.
3. Any student placed on in-school or out-of-school suspension will not be permitted to attend or participate in any extracurricular activity scheduled for that particular day.
4. Any student planning to participate in interscholastic athletics must have a physical examination by a physician and a signed parent permission card.
5. All academic work will take precedence over practices.
6. Any student who is late to practice because he or she was working with a teacher after school needs to bring a note from that teacher explaining the reason for being late to practice.
7. Any student with a pattern of being late to practice or absent from practice may have a reduction in playing time during competitions.
8. Any student with a parent or doctor's note excusing him or her from P.E. on a particular day will not be able to participate in the practice or game scheduled for that day.
9. Any student participating in interscholastic athletic extra-curricular activities is expected to maintain the highest academic standards. If a student is not meeting these standards, coaches and/or administration may exempt that student from the activity until those standards are met.
10. Any student participating in interscholastic athletic extra-curricular activities will also be bound by the Code of Conduct Policy as outlined in the Kearney Public Schools Extracurricular Policy. A separate document will be given to each student which includes a parent consent form that must be signed and returned before a student may participate.

11. A student will be assigned a one game suspension for each of the following consequences received during the athletic season in which he or she is participating: two fix-it plans, two office assigned detentions, an in-school suspension, or an out of school suspension.
12. The coaches and/or administration have the final decision in regards to the above guidelines when determining what's appropriate for each student and team.

Extra-Curricular Academic Expectations

Participation in structured extra-curricular activities promotes personal and social development and academic achievement. Positive effects have been proven for students who participate in activities that are highly structured and emphasize skill building under the guidance of adults. Extra-Curricular activities are a privilege that students can choose to participate in, not only to learn fundamentals, but to also be safe, responsible, and respectful students. Kearney Middle Schools encourage a positive academic performance and citizenship from all students. The following is the Extra-Curricular Academic Expectation Policy.

1. A student is considered eligible to compete/participate if they maintain a passing grade of 60% or better in all classes they are currently enrolled in.
2. Eligibility will be determined using the "Fail List" released by the guidance office on Monday mornings. The "Fail List" will be a list of students who are failing 1 or more classes they are currently enrolled in.
3. A student that is placed on the "Fail List" will get 1 "warning week" to bring their grade/grades up to a 60% or better. Students will receive 1 "warning week" per sport season.
4. A student placed on the "Fail List" will be considered ineligible to participate in the next event or contest. In addition, the student will not be allowed to travel with the team/group if on the down list. When a student is not eligible to participate in the next game, the coach will notify the student that he/she is ineligible. It is the responsibility of the student to inform their parents/guardians of their ineligibility.
5. It is the responsibility of the student to communicate with their teachers, coaches and guardians about a plan to get themselves off the "Fail List."
6. If no "Fail List" is released, due to the beginning of the new term, all students will be considered eligible until the first down list is released for that new term.

A student who is declared ineligible to compete is still encouraged to practice and be a part of the team/group, however, if a student wishes to receive help from a teacher/teachers after school, they may do so. Students are expected to practice and must give the coach a pass from the teacher/teachers with whom they were working with. The coaching staff will support any student who wants to stay after school to improve grades and earn back their eligibility.

Summer School/Retention Practices

Summer school will be required for students who receive an **F in 6 or more of the 20 total terms for 6th and 7th grade. Eighth grade students who earn F's in 5 or more of the 16 total terms will be required to attend.** If a student earns an **F in 4 terms in any one core class** (language arts, math, reading, science, and social studies) **or accumulate failing grades in the final term** they will be required to attend summer school. State assessment scores and attendance will also be considered as factors when making final decisions about summer school or retention. Summer school or retention may be possible in other situations as well.

Attendance/Closed Campus

It is the policy of Kearney Middle Schools to have a closed campus. If it is necessary for the student to leave campus for lunch, the student may only leave with his or her own parent/guardian and only for the designated lunch time.

Lockers/Padlocks

Lockers are the property of the school district and are made available to students for storage of books, coats, and other school related items. Student lockers, desks and other such property are owned by the school. **The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property, because school property is subject to search at any time by school officials.** Students are responsible for whatever is contained in desks and lockers issued to them by the school. Students must keep locker doors closed and locked at all times.

Designated officials may, according to law and board policy, have access and search student lockers, desks, and other such school-owned property. Designated officials may have access to search student clothing, backpacks, and other such property (including cars in the school parking lot or otherwise on school property) on reasonable suspicion that the law or school rules are being violated. Lockers are not to be used to store any item considered illegal or inappropriate for student use or possession. Such items would include:

open cans or bottles of pop/water	weapons	pornography
tobacco	alcohol	stolen property
drugs	inhalants	contraband

or any other property or material that would materially disrupt the school process. Lockers are assigned by the Home Room teachers. Students may not trade or share lockers with others. Lockers are property of the school district and the principal or assistant principal may request a student to open his/her locker for inspection when reasonable cause would justify such action or the principal or assistant principal may check any student locker without the student being present. Students must remove all writing, stickers, etc. from lockers and locker doors before checking out of school. Failure to do so will result in transcripts being held. Each student is responsible for damage done to his/her assigned locker. Damage to lockers must be repaired and a reasonable fine will be assessed for such damage.

Kearney Public Middle Schools will provide padlocks for all students who participate in athletics and P.E. The student will pay \$5.00 for any lock that is not returned.

Student Appearance/Dress Code

Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school clean and neatly dressed. Appropriate clothing shall be that which does not pose a health problem or safety hazard, does not materially disrupt classroom activities or school activities, properly covers the body, and complies with reasonable standards of decency.

1. Students are not allowed to wear any article of clothing that does not cover undergarments or which allows skin from the buttocks or breasts to be exposed. The student will be given the opportunity to change clothes or to call home to request a change in clothes.
2. Shirts and bottom clothing must touch at the waist. Please see visual indicators of what is considered appropriate. Bare backs or midriffs are not acceptable and suitable clothes should be worn under such shirts. Undergarments are not to show nor should outer clothing be of transparent material which allows undergarment to be visible.
3. Spaghetti strap tops and narrow-strapped tops are not allowed. Straps on tops must be at least 2 inches wide. Please see visual indicators of what is considered appropriate. Open mesh tops, narrow-strapped tops and spaghetti strap tops are only allowed if shirts are worn under them.
4. Clothing usually worn as undergarments or pajamas may not be worn as outer garments. Sports bras, spandex tops and shorts, and boxer shorts will not be permitted as outerwear.

5. Clothing with pictures or printed wording that conflict with board policy or school curriculum will not be permitted. Clothing with printed wording, pictures or designs which advertise or promote alcohol, tobacco, drugs, putdowns, derogatory connotations, profanity, sexual innuendos, gang affiliations, anti-semitism, offensiveness to race, color, religion, or depiction of lewd, vicious, or any other inappropriate or questionable acts are prohibited. If such clothing is in question, students will be asked to turn the article of clothing inside out for the remainder of the day. The clothing items may also be confiscated from the student and a parent will have to pick the items up from the office. Students will be encouraged to not wear the article of clothing at school again.
6. Shoes, boots or sandals must be worn at all times.
7. The school environment shall be free from threats or the harmful influence of any groups which advocate drugs or disruptive behavior. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by the nature of its color, arrangement, trademark or any other attribute, denotes membership in such groups will not be permitted. Such group's clothing may vary from school to school and may change from year to year; therefore it is the responsibility of the administration to determine the appropriateness of clothing or accessories.
8. The wearing of caps, hats, coats, or other articles of clothing that are designed to be worn outside will not be permitted to be worn inside during the school day. Exceptions to this rule will be made by the building administrator in case of emergency. Wearing or displaying bandanas, hair nets or colored handkerchiefs are also not permitted at any time in school or on school grounds. Violations will result in hats and bandannas, etc. being confiscated. Students are encouraged to bring a sweatshirt and leave in their locker to wear if they are cold.
9. Sweatshirts with hoods can be worn, but the hood must stay off the head during the school day.
10. Chains must be of jewelry weight and design. Kearney Public Schools will allow billfold chains of approximately 6 inches in length or less. The administration has the final decision as to the appropriate style of chains and all wearing apparel.
11. The wearing of pants, jeans, or shorts worn in a sagging fashion below the waistline is prohibited. Students will be asked to tie up pants and/or tuck in shirts if pants, jeans, or shorts are lower than approved by the administration. Overalls and suspenders are to be worn in the manner intended, over the shoulders and fastened. Belts must be worn entirely around the waist. Wearing excessively long belts hanging from the waistline is prohibited.
12. Articles such as collars, leashes, chains, costumes, wigs, and headbands with costume ears can be considered a distraction to the learning environment or create safety concerns and may not be worn.
13. Common sense and discretion are invaluable when determining what is appropriate or inappropriate. Just because you can buy it at a store does not mean that it is suitable for the school setting. If you question the appropriateness of something, it is probably not appropriate. Please call in advance if you need more information.

Students will be asked to correct inappropriate attire and the administration may provide clothing that is appropriate for the school environment. Clothing that is determined to be inappropriate will be confiscated by the administration and held until a parent/guardian picks it up. Repeated violations will be treated as insubordination. All staff members have the discretion to send students they believe to be in violation of the dress code policy to the office. Principals will have the final authority in determining the appropriateness of student attire.

****Styles continue to change and the administration will make changes accordingly and inform students of these changes.***

Textbooks

Kearney Public Schools will provide textbooks to students at no charge. Students are responsible for all textbooks that are issued to them. Students will be held responsible for all damages to textbooks beyond normal wear. All hardbound texts issued to students should be covered with a paper book cover. A student who loses a

book or damages a book to the extent that it would not be usable will be assessed the cost for replacing the lost or damaged book based upon the following depreciation schedule:

- 1st year of adoption full cost + \$4 shipping
- 2nd year of adoption full cost + \$4 shipping
- 3rd year of adoption full cost minus 10% + \$4 shipping
- 4th subsequent years previous year's cost minus 10% + \$4 shipping

The Director of Curriculum will calculate a depreciation schedule for each new text adoption. All replacement costs will be rounded to the nearest whole dollar and include a shipping charge of \$4. Texts that are returned in a usable condition but have damage will have fines assessed to the student. Teachers and principals are encouraged to use good judgment when issuing fines. Students should be encouraged to remove all minor marks from the texts before returning them to the teacher. The following table should be used as a guideline for assessing textbook fines.

Type of Damage	Light	Moderate	Severe
Damaged Cover	\$3	\$10	\$15
Pen/Pencil Marks	\$1 per page	\$1 per page	Text Replacement
Torn Pages	\$1 per page	\$1 per page	Text Replacement
Folded Pages	\$1 per page	\$1 per page	\$1 per page
Food Stains	\$3	\$10	Text Replacement
Water Damage	\$3	\$10	Text Replacement
Obscenities			Text Replacement
Broken Spine			\$15
Missing Pages			Text Replacement
Barcode Removal		1 - \$5	2 – Text Replacement
Unusable Book			Text Replacement



KEARNEY
PUBLIC SCHOOLS
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KEARNEY HIGH SCHOOL ADDENDUM
2023-2024

School Building Access (Entrances/Exits)

Although the physical layout of Kearney High School has numerous entrances, only two (2) will be available for student entry during the school day.

- Doors designated for public and/or student access are monitored by video surveillance.
- The main entrance will require students and visitors to receive clearance from the attendance office prior to entry.
- ALL VISITORS MUST SIGN-IN AT THE ATTENDANCE OFFICE PRIOR TO CONDUCTING THEIR BUSINESS IN THE SCHOOL.
- **Students who are found to be tampering with the exit-only doors for later entrance purposes will be subject to disciplinary consequences.**

Graduation Requirements

A student will be eligible for graduation from Kearney High School after earning **245 credit hours**.

SUBJECT AREA	REQUIRED CREDITS (Class of 2024)	REQUIRED CREDITS (Class of 2025)	REQUIRED CREDITS (Class of 2026)	REQUIRED CREDITS (Class of 2027)
Language Arts	40	40	40	40
Math	30	30	30	30
Science	30	30	30	30
Social Studies	30 (must include Political Science)	30 (must include Political Science)	30 (must include Political Science)	30 (must include Political Science)
Physical Education/Health	10 (Intro to Health & PE)	10 (Intro to Health & PE)	10 (Intro to Health & PE)	10 (Intro to Health & PE)
PE Elective	5	5	5	5
Career & Technical Education	10	10	10	5
Financial Literacy	5	5	5	5
Computer Science				5

Kearney High School provides equal and open access for disadvantaged and handicapped students to regular programs, including specific vocational courses, cooperative education programs. Kearney High utilizes a block schedule for its classes. A class listed as one "term" (9 weeks) is the equivalent of a traditional class one semester in length (18 weeks) worth five credits; two terms in block lasts for 18 weeks and has the same credit status (10 credits) as a full year class in the traditional format. Most classes are one or two terms in length, although some classes may be offered for 3 or 4 terms and are worth the equivalent credit. Students in grades 9-12 must register for at least 100 credit hours during any school year.

If a parent presents documentation to the District of military orders that a military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily, the parent's student.

Requirements and Recommendations

1. Students must register for at least **100** credits during any school year. Any exceptions must be cleared through the Registrar's

office. There is an exception for seniors who are identified as respectful, intentional, supportive and engaged in all aspects of student life as a junior, enrolled in a college course, working an internship, etc.

2. Students should register only for those courses which they fully intend to complete. Schedule changes **must** be made before or during Summer Stampede but before school begins. Schedule changes during the school year may only occur during the schedule change week in December prior to winter break. Any drop after that time will be entered on the student's permanent record as a **withdraw/fail** unless extenuating circumstances exist (i.e. emergency situations, to accommodate failed classes or complete graduation requirements).
3. Counselors will not accept any convenience changes for **any reason**. These would include changing a class to select a specific teacher, the time of day, or to place certain classes in specific blocks or semesters. Those changes cannot be allowed because they create unbalanced section numbers and take up seats from other students.
4. Any student considering graduation at mid-year must arrange a personal interview with the principal, assistant principal, or a school counselor. In addition, a written request from both the student and parents must be submitted indicating the reason. The official form may be obtained in the School Counseling Office. These requests must be made before Thanksgiving vacation.

Academic Dishonesty & Integrity

Kearney High School expects all students to maintain high standards of honesty in their academic endeavors. Academic dishonesty includes but is not limited to cheating on a test or other class work, plagiarism (the appropriation of another's work or the unacknowledged incorporation of another's work) or collusion (the unauthorized collaboration with another person in preparing work). This includes direct plagiarism from the Internet or similar electronic source. Should a student be found guilty of academic dishonesty, the student shall receive a failing grade (0%) on the work in question. If more than one student is involved, the teacher and an administrator will decide the level of involvement of all parties which could result in a lower grade or a possible "0" for all involved. Additionally, any student work that compromises the integrity of the academic content will receive a grade of "0" for all involved and the instructor holds the sole authority regarding whether to allow the student to make up the work.

Extra-Curricular Eligibility

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Kearney High School will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Students must be aware of particular guidelines as established by the Nebraska School Activities Association (NSAA) that determine eligibility for participation in varsity athletics and district competition in such areas as speech, debate, and music. The basic eligibility requirements state that a student must be enrolled for a minimum of twenty (20) **academic** credit hours during the semester he/she is competing and must have passed and **have received credit** for twenty (20) hours of **academic** credits the preceding semester. Exempt or home school students from authorized Rule 13 schools must be continuously enrolled in a minimum of 10 credit hours of instruction per semester at the school the student represents in interscholastic competition. Students enrolled in college classes at an accredited institution should be allowed to use those classes in meeting the 20-hour eligibility requirements. Freshman students who are enrolled in high school for the first time are exempt from the "preceding semester" standard in their first semester of high school. The student/athlete must be "regular in attendance in accordance with the school's attendance policy." If these requirements are not met, the student-athlete will be declared **ineligible** to participate in varsity athletic competition or district participation in academic competitions. A student will not be eligible to compete until the following semester (if the deficiencies are corrected). There are other specific requirements that must be met that pertain to eligibility. If a student has questions about this, the student should contact the assistant principal for activities' office. Flyers entitled, "GUARD YOUR ATHLETIC ELIGIBILITY" are posted around the school. In most transfer situations, **including "Option Enrollment"** (if verification of enrollment cannot be completed to the NSAA through KHS Activities prior to **May 1** of the upcoming school year), student-athletes are not eligible for varsity competition for **90 school days** from the date the student began attendance at KHS. The KHS assistant principal for activities and principal will check this eligibility status.

Students must attend at least 50% of their scheduled classes immediately prior to the scheduled event to participate, practice, perform, or compete. Students absent on a Friday must receive permission from the Activities Director and coach/sponsor to compete/perform

in a Saturday event. There may be circumstances where students will miss school due to appointments, etc. If a student must be absent on the day of the contest, please call the Activities Director for clearance. Do not try to interpret the rule yourself. Students are not to be excused from classes for their activity any earlier than determined by their coach/sponsor. Any unexcused absence the day of an event/contest will result in automatic ineligibility for the event/contest scheduled for that day.

Grading Structure

SCALE	GRADE	TRADITIONAL	HONORS	AP (Advanced Placement)
100 – 98	A+	4.2	4.7	5.2
97 – 90	A	4.0	4.5	5.0
89 – 87	B+	3.2	3.7	4.2
86 – 80	B	3.0	3.5	4.0
79 – 77	C+	2.2	2.7	3.2
76 – 70	C	2.0	2.5	3.0
69 – 67	D+	1.2	1.7	2.2
66 – 60	D	1.0	1.5	2.0
59 – 0	F	0.0	0.0	0.0
			H. Advanced Math	AP American History
			H. Algebra II	AP Art History
			H. Biology	AP Biology
			H. English I & II	AP Calculus
				AP Chemistry
				AP Computer Science
				AP Language & Composition
				AP Literature & Composition
				AP Human Geography
				AP Macroeconomics
				AP Music Theory
				AP Spanish
				AP Statistics
				AP Studio Art
	AP World History			

Early High School Completion

A student is eligible for early completion after Term One, Term Two or Term Three if the student has completed all Kearney High graduation requirements (Exceptions-see: "Guidelines for Categories of Students Entering Kearney High School"). The student must obtain an "Early Graduation Request Form" from the School Counseling office and the student and parent(s) must sign and return the form 10 school days prior to the start of the term in which he/she wants to graduate. An "early graduate" is eligible to attend any Kearney High functions (e.g. prom, commencement, dances, games, etc.) but is not eligible to compete in interscholastic or co-curricular competition or activities according to NSAA eligibility requirements (see: "Extracurricular Eligibility"). During the term(s) in which the student has opted as "graduation status", the student is considered a non-student at that point for purposes of visiting the school and must report to the office as any visitor is required to do prior to traveling anywhere else in the school building. If the student chooses to attend after-school functions, the participant is required to abide by the same rules and regulations as all other students in attendance.

Extended Learning Opportunities

Kearney High School offers a variety of opportunities for students to expand on their learning by participating in Dual Credit, Early College, Internships, Work Based Learning and online enrichment. Each of these opportunities is customized for the needs of the student and aligned with State expectations. For more information on opportunities available for students. See the details outlined in the [COLLEGE AND CAREER READINESS GUIDEBOOK](#).

Miscellaneous

Reporting Absences

Any time a student is absent from school, it is the responsibility of the parent to call the attendance office (698-8065) to verify the student's absence **within 48 hours**. Failure to excuse a student's absence may result in school consequences and/or loss of school privileges. The Kearney High School Attendance Office will attempt to notify all students' families regarding periods of absence via telephone and email two times a day (12:00pm and 4:00pm). **Families wishing to avoid any inconvenience by the school's automated notification system or a call to a place of business should call the Attendance Office (698-8065) by 8:00 am to report the student's absence.** The Attendance Office prefers to speak to the parents of students directly but will accept written notes (hard copy or electronic) excusing the student's absence.

Late Work / Make-Up Work

If a student has missed any type of schoolwork, the course assignments **MUST** be made up. All missing homework and assessments must be completed by October 6th, 2023 (Term 1), December 15th, 2023(Term 2), March 1st, 2024 (Term 3), and May 10th, 2024 (Term 4). Missing homework and assessments will be entered into Infinite Campus as an M (counts as a 0%). This will indicate to you and your parents and guardians that homework or an assessment is missing and must be completed by the dates listed above. This (M) in Infinite Campus serves as your reminder that the work is missing and must be completed. Missing work turned in prior to the dates above may be scored no lower than a 59.9% if the work is proficient. If the missing work (M) submitted prior to the dates listed above is not satisfactory, you will earn a score reflective of what is submitted. No missing work will be accepted after the dates listed above and your grade will be a 0% for all M's in Infinite Campus. For students who miss school unexcused, work will be accepted at the teacher's discretion.

Absence Limits

Pursuant to Nebraska law [see "The Law: Compulsory Education and Truancy" above], Kearney High School has established limits on the number of absences a student may accumulate throughout a grading term. These excessive absence limits are enforced on a "per-class", "per-grading term" basis. The excessive absence limits are as follows:

1 Term (9 Weeks)	6 per term
2 Terms (18 weeks)	6 per term
3 Terms (27 weeks)	6 per term
4 Terms (36 weeks)	6 per term

These days should be thought of as a bank of days to be used for illness, family emergencies, religious retreats, holidays, and family

trips. Excused absences—including medical absences—and not excused absences contribute to a student's excessive absence count.

The principal shall have the discretion to deny approval for any of the foregoing reasons, depending on the circumstances, such as a student's number of other absences, the student's academic status, the tests or other projects which may be missed and, in the case of a family trip, whether the trip could be taken during non-school time, as well as the educational nature of the trip.

Excessive /Unexcused Absences Procedure and Notification

- All students who are not excused from a class period will receive an automated phone call and email at 1 pm and 4 pm on a daily basis.
- Parents will have 48 hours to excuse the absence by making a phone call to the school and providing supporting documentation to verify the unexcused absence. **After 48 hours, the absence will remain not excused.**
- Teachers are expected to visit with the students after the THIRD unexcused absence.
- Teachers will be responsible for contacting parents after the student accumulates FOUR unexcused absences. For students who exceed four (4) unexcused absences, a letter will be sent to parents/guardians notifying them that their child's name may be turned over to the county attorney for truancy and that they are close to being placed into No Credit Status.

Excessive Absenteeism

Students who accumulate five (5) absences in a quarter which are Excused/Unexcused "Not School Excused" shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

- When a student continues thereafter to have absences which are Excused/Unexcused "Not School Excused" and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - (a) The physical, mental, or behavioral health of the child;
 - (b) Educational counseling;
 - (c) Educational evaluation;
 - (d) Referral to community agencies for economic services;
 - (e) Family or individual counseling; and
 - (f) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of refusal in the child's attendance records.

Kearney High School will mail letters home to parents when a student has reached FOUR unexcused absences in a term in a specific class. The letter will notify the parents that their child is at risk of failing and will outline the process of what will happen if the student continues down the path of non-attendance. Additionally, teachers must call home and explain our no-credit process and seek assistance for regular daily attendance. If a SIXTH unexcused absence occurs in that class, teachers will notify administration and the administrator or designee will notify parents of their child being placed in no-credit status. Within seven days, a meeting will be called, possibly involving the student, parent(s)/guardian, counselor/social worker, teacher and administrator to develop a plan going forward. The student and parent(s)/guardian will have an opportunity to explain why they have accumulated 6 or more unexcused absences to school. This applies to every class the student is enrolled in. Failure to comply with this meeting will result in automatic loss of credit at the end of the term.

Tardies

A tardy is a failure by a student to be in the assigned classroom when the tardy bell rings. Tardy students should report directly to class. Teachers will record tardies in the District Student Information System. If students are seen loitering in the school without a pass, they will be escorted to their assigned classroom by school personnel. **Classroom teacher will assign consequences for tardies 1-5, 7-8, 10-11 & 13-14. Tardies at intervals of three (6, 9, 12 and 15) to school or to any class equates to an office referral and the student will be assigned administrative detention(s).**

Number of Tardies and Consequences

- Tardies 1-5, 7-8, 10-11 & 13-14: Phone call home from teacher and teacher assigned detention before or after school.
- 6th Tardy: Referral to office, possible phone call home and administrative detention assigned.
- 9th Tardy: Referral to office, possible phone call home and two (2) administrative detentions assigned.
- 12th Tardy: Referral to office, possible phone call home, student in-school suspended one day. (Repeated Violations)
- 15th Tardy: Referral to office, possible phone call home, student in-school suspended two days. (Repeated Violations)

Closed Campus

A school policy, based on the new school's location and transition into four 30-minute lunch periods during Block 3, was established that closes lunch for all students, no matter the grade. If a parent wants to take his/her child out to lunch, the parent must come to the school, physically sign out the child, return within the 30-minute time constraint and physically sign the child back in. If not, the student will be counted as unexcused.

Food/Drink Consumption Rules

Food and drink purchased in the cafeteria must be consumed in that area, not in the academic wings and/or classrooms. Water is the only allowable drink that may be consumed outside the cafeteria but only with a classroom teacher's permission. No food or drink can be brought into the school due to federal guidelines unless rare permission has been given by a teacher for a class celebration. Students who do not follow these rules will be expected to dispose of their food or drink or go outside the building to finish. **If permission is granted to bring food/drink into the building, due to health and safety reasons, only store-purchased goods in a sealed container will be allowed. Home-baked items are prohibited.**

DRIVING & PARKING REGULATIONS/RESPONSIBILITIES

All motorized vehicles driven by students must be parked in one of the following parking lots: (1) The "west parking lot" located to the west of the building, which is the primary student parking area and near the students' primary entrance or (2) the parking lot east of the main entrance. (3) South parking lot has reserved slots that cannot be used by students. However, if not designated, those are open to students. The parking lot north of the school is reserved for staff members and substitutes. Students should park in only designated parking stalls (between yellow lines). Parking in any other locations will make students liable for parking tickets. **Once you enter the school parking lots, you are to park your vehicle with an authorized KHS Parking Permit. Parking permits can be purchased in the Main Administrative Office for \$10.00.** Reckless driving, speeding, driving over non-road surfaces, illegal turns, drag racing, burnouts, or failure to observe parking regulations will result in disciplinary consequences which may include the loss of the privilege of parking and driving on campus. **Do not park in a "visitor" spot in the east lot! You are not a visitor.**

Students should be dropped off or picked up on Bearcat Boulevard. The outside lane is for cars waiting to pick students up while the inside lane is for passing/leaving. **Cars ARE NOT ALLOWED to be parked on Bearcat Boulevard without a driver in the vehicle.** Loitering and/or cruising in any lot during the school day or normal drop-off or pickup times is strictly prohibited. **Excessive radio or stereo noise from vehicles is prohibited!** This distracts other drivers and may be dangerous.

Anytime a student's automobile is involved in an accident with another vehicle, pedestrian, or school property, those involved should report the incident to the School Resource Officer (SRO) no matter how minor. The office will help you contact the proper authorities and/or your parents.

Cars illegally parked may be ticketed, booted, or towed. This may occur when a student parks in reserved parking lots, parks in a handicap area (indicated by blue paint: city regulations now allow law enforcement officers to also write a ticket), is double parked, parks in fire lanes (indicated by red paint), on the grass, parks in any prohibited areas as designated by yellow hash lines, or has excessive unpaid tickets. Payment for tickets issued during any one term is due by the end of that term. **If a ticket is issued for any reason, the fine is \$20 per ticket. If a fine total reaches \$100, the student's vehicle may be booted. The boot will remain on the vehicle until the fine is paid or a payment plan is established through the principal's office. Booting may also occur for flagrant violations of driving and parking regulations.** Accumulation of excessive unpaid fines may result in the student's automobile being "booted." The boot will be removed by a school official once all tickets are paid in the main office or payment plan is established. If tickets, which resulted in booting, are not paid within 24 hours of notification, the student's automobile may be towed. **If a student attempts to drive his/her vehicle with the boot on the vehicle or attempts to remove the boot, the student is responsible for damage to the automobile and/or damage to the boot.**

Note: The speed limit on campus is 15 mph. **Safe driving on campus is the number one issue when it comes to driving and parking at Kearney High School.** Surveillance cameras are utilized in the parking lots at KHS. Although parking slots have increased in number, a parking permit does not guarantee a parking spot on campus. Students are reminded to arrive at school early in order to secure a parking spot. If parking is not available in a student's "favorite" area, students need to move to a different lot (i.e. west to east).

Appealing a Ticket

Students have 24 hours to appeal a ticket to the Main Administrative Office unless they have received a ticket when the following day is not a scheduled day of school. Due to the fact that students may drive several vehicles to school but fail to register all, it is important that fines get paid immediately to avoid multiple tickets. If you have any questions regarding a parking fine, please contact the KHS Main Office at 698-8060.

School Permits (LB269)

A school permit holder may travel to and from where he/she attends school, or property used by the school he or she attends for purposes of school events or functions, over the most direct and accessible route by the nearest highway from his/her place of residence, to transport the person or any family member who resides with the person to attend duly scheduled courses of instruction and extra-curricular or school-related activities at the school he/she attends or on property used by the school he/she attends.



KEARNEY
PUBLIC SCHOOLS
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HANNY ARRAM ADDENDUM
2023-2024

Who We Are

At the Hanny Arram Center for Success, we personalize learning for all students, enabling them to learn, create and graduate! Our curriculum supports each student's goals, needs, and learning style with ongoing support from teachers and staff. The Hanny Arram Center for Success differs from other schools because we are all about business.

We offer

- Personalized support while earning required credits
- Small class sizes
- High expectations with the potential for a high degree of success
- A safe and nurturing environment
- A faculty with many years of experience.

Our Mission

- Our mission is to ensure all students learn to their potential to succeed.

Our Vision

- Student and staff behavior will always support high levels of learning.
- We will provide a continuum of support so all students can excel.
- Engaging and authentic learning opportunities will support high academic student achievement.
- We will maintain a high level of trust between all stakeholders.

Our Purpose

- We aim to meet our students where they are and prepare them to be productive, responsible people in a safe, caring, supportive learning environment.

Our Philosophy

- While at the Hanny Arram Center for Success, take care of the business. Do not let outside issues, drama, or conflicts get in the way of completing credits leading toward advancement or graduation.
- Focus on those things that are in your control.
- Refrain from being distracted by something you can not control now.

General Information

School Calendar

The Hanny Arram Center for Success will follow the KPS school calendar. Conferences will be held twice a year, once each semester, and students will receive the corresponding days off. The school calendar can be found on the kearneypublicschools.com website. Or on the following link [KPS online calendar](#)

Bell Schedule

Each program will have a slightly different bell schedule based on the student's needs and curriculum. Below are the start and stop times for each program. Students will be at school on time. The building will open 10 minutes before the beginning of the school day. All students will be picked up at most 10 minutes after the conclusion of their program. Students left on campus or loitering after or before their program starts or ends may have consequences. Repeated violations may result in removal from the program or reassignment.

Program	The student arrives no earlier than	Program start time	Program end time	Student pick up no later than
Non-Traditional	7:50	8:00	2:00 or 2:30	3:00 pm
Non-Traditional <i>(Students assigned to Continued Support)</i>	7:50	8:00	3:00	3:15
Half Day I	8:05	8:15	11:15	11:25
Half Day II	12:05	12:15	3:15	3:25
EOC AM	8:50	9:00	12:00	12:10
EOC PM	12:50	1:00	4:00	4:10

Open Door	<i>*As scheduled with the instructor</i>
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Tuesday Night Open Door	4:45 pm	5:00 pm Door will lock at 5:15 pm	8:00 pm	8:10 pm
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Grades 6-10 Bell Schedule

Homeroom	8:00-8:15 am
Period 1	8:15-9:00 am
Period 2	9:00-9:45 am
Period 3	9:45-10:30 am
Period 4	10:30-11:15 am
Period 5	11:15-12:00 pm
Lunch	12:00-12:30 pm
Period 6	12:30-1:15 pm
Period 7	1:15-2:00 pm
Continued Support	2:00-3:00 pm

Respecting School Property

The Kearney community has provided a fantastic situation with a unique facility and some of the best equipment available to enhance the educational experience and opportunities. We ask you to share in the community pride by taking care of your books, classroom equipment, and furniture and keeping the school ground clean of litter. In addition, students will be held financially responsible for any damage to school property caused by their reckless, careless, or negligent behavior. Ours is a school to be proud of, and with proper care, it can continue to serve for many years.

Lunch Periods

Lunch is at the designated time according to the bell schedule.

Students can eat the meals provided at the Hanny Arram Center for Success or bring their lunch home. Refrigerators are provided for sack lunch storage. Outside food is prohibited (i.e., Jimmy Johns, pizza delivery, or Doordash).

Students in the partial-day programs can take grab-and-go items as they leave the Hanny Arram Center.

All students must complete the appropriate documentation and have an account with Bearcat Diner.

Closed Campus

The Hanny Arram Center for Success is a closed campus. Students cannot leave during the day and return without parent and administrator permission. Consequences for students leaving campus during lunch:

- 1st Offense- Verbal Warning
- 2nd Offense- Verbal Warning/ Parent Phone-Call
- 3rd Offense- Lunch Detention / Parent Phone-Call
- 4th Offense- Day of ISS / Parent Phone-Call
- 5th Offense- Day of OSS / Parent Meeting
- Continued Issue- OSS and Possible Reassignment

Emergency Procedures

The Hanny Arram Center will follow all district and state policies in responding to emergencies. The Hanny Arram Center will conduct fire, evacuation, and tornado drills per state and district guidelines.

Daily Entrance Process

Everyone who is a non-Hanny Arram Center for Success staff member will need to enter the Hanny Arram Center for Success through the main entrance on the south side of the building. This is door 1. All must follow the entrance process each time they enter the building. Hanny Arram Center for Success students will use the security scanner and meet with the welcome team. The team will help the student organize and store their personal belongings. Staff will store all personal belongings in the main office for the day. These items stored include but are not limited to cell phones, watches with alarms, smartwatches, air pods/earbuds, backpacks, hats, and coats with Hanny Arram Center for Success staff on arrival. Students can get their belongings when they leave the building for the day. Devices needed for therapeutic services will be used as listed in an individual student plan and given to the student at the appropriate time.

Students who bring in prohibited items and do not check them in will have the following:

- 1st Warning - The teacher/staff will ask students to turn in their prohibited items. It will be stored and returned at the end of the school day.
- 2nd Incident - The teacher/staff will ask the student to turn their prohibited item in to the teacher for storage, and the parent/guardian will be called.
- 3rd Incident - If a student refuses to give their prohibited item to their teacher/staff, the student will be referred to the administration.

*Consequences for reaching the 3rd Incident

1. Students will meet with the administration and turn their prohibited items in. The student will be assigned to the temporary student services room until the student, parent/guardian, and administration meet.
2. For any further incidents, the student will be reassigned

*Failure to comply with any of the above requests will be considered a violation of the Hanny Arram Center for Success policy, II. A: Willfully disobeying any reasonable written or oral request of a staff member or voicing disrespect to those in authority. Students may be suspended for refusing to comply or turn in their prohibited items.

Parking

Students who drive cars to school are responsible for the following regulations:

- Staff will enforce parking regulations during the school day and any school event that occurs during other times of the day.
- Students are not permitted to be in or about cars during the school day. Do not use your vehicle as a locker. A pass at the office must be obtained if students need to get something from their car. Violators will face disciplinary action.
- Students must park in assigned parking spaces south of the building. No student parking is allowed on the north side of the building. In addition, students are not to park in the street or around neighboring buildings.
- Taking up more than one parking space is prohibited.
- The Hanny Arram Center for Success is not responsible for losses due to theft, vandalism, or accidents.

Visitors

Visits to the Hanny Arram Center for Success by non-Hanny Arram Center for Success students during regular school hours are not permitted.

VISITING SCHOOL: The Board of Education, administration, and Kearney Public Schools staff welcome parents, community members, and others to visit our schools; please make sure you call and let us know you will be coming and check in at the school office:

- All visitors will need to give a last day's notice of their desire to visit school and will need to check with their child's teacher as to the best time to visit.
- Anyone volunteering must complete a background check, sign in, and wear a name badge (including UNK students) in the building.
- Visitors must sign in at the office and wear a visitor identification badge.
- Identification may be required upon arrival at school.
- School visits will be limited to 60-minute periods.
- Visits involving non-school-age visitors will be limited to 30-minute periods in the room/playground, and the non-school-age visitor must be accompanied by an adult who will monitor their behavior.
- School-age visitors will not be allowed during school time hours.
- Visitors wishing to have lunch in the cafeteria must specify such in their notice to visit.
- Parents or designated adults who come to school to pick up or drop off students during school hours must wait in the front office area while school staff calls for the child.
- Items left for students must be dropped off at the office. School staff will deliver the items to the student.

Upon reasonable advanced request, parents can attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless such attendance substantially interferes with legitimate school interests.

Home Buildings

Dances and School Events

- Hanny Arram Center students who would like to participate in a school event or attend a school dance will apply for approval to participate in the event. The principal of the building will review the application and approve it.

Activities and Athletics

- Students can apply/try out for after-school activities and athletics at the school they attended in KPS before coming to the Hanny Arram Center for Success.

Returning to Buildings

- Students will return to their home school under the direction of the Hanny Arram Center for Success transition team. The team will review situations regularly and determine a change in placement only during the semester break (End of 2nd/4th term).

HACS Attendance Policy

We have learned that students who miss even a few days of school each month are at far greater risk of academic failure and dropping out than students who attend regularly. We have set a goal that every student in our school regularly attends (has nine or fewer absences in a school year). Because attendance is so important, please send your child to school daily unless they are contagious or have a fever. Good attendance is missing not more than one day of school a month, whether excused or unexcused. Chronically absent is when you miss 18 school days a year or two days a month. **Chronically absent includes all absences, excused or unexcused, and suspensions.**

Students with good attendance:

- Read better
- Have higher GPAs
- Have a better chance to be on track for high school graduation.

At the Hanny Arram Center for Success, we have a motto of:

“We are dependable, persistent, and attend each day.”

- We have a goal of 95% in-person attendance. The more we are here, the more engaged we are and the more we move forward.
- Our staff will take attendance at the start of every period and record it in Infinite Campus.
- Students can not miss more than two days a term to reach their goal.
- Students can earn privileges and prizes based on positive attendance through the HACS incentive program and weekly perfect attendance raffle program.

At HACS, our ADA goal is 95% for the 2023-24 school year. We will include a chart in this handbook to help you keep track of your student’s absences. If your child is at risk of missing too much school, please contact Jason Owens at 308-698-8111 for assistance. HACS is happy to work with you to help your students regularly attend, remove barriers to getting to school, and have more significant opportunities for success.



This chart is a great tool for keeping track of absences at home. If you can make it through the entire school year without completing all of the days, you will be successful in our attempt to avoid chronic absenteeism.

Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Absence 10+
Absence 1 Reason:	Absence 2 Reason:	Absence 3 Reason:	Absence 4 Reason:	Absence 5 Reason:	Absence 6 Reason:	Absence 7 Reason:	Absence 8 Reason:	Absence 9 Reason:	Note: Your student is at increasing risk for academic difficulties and school failure with each absence beyond this point.

Students who are chronically tardy or taken out of school early fall behind and make their educational experience a stricter task to succeed in.

- Tardiness reduces the instructional time of the student who is late.
- A student's tardiness interrupts the class they are entering, resulting in a loss of instructional quality and time for all students.
- Students who are late to class frequently are noisy in the halls and disturb the surrounding classrooms.
- When students are late to class, it can cause additional paperwork for teachers and the attendance office, which is an unnecessary financial drain on already strained funding.
- Punctuality is a practice valued by businesses and society; students should be trained.

First two tardies:

- The teacher warns the student of the consequences of arriving late to class.

Third tardy and every tardy after that:

- Staff will assign 1 hour of detention by the teacher; the teacher will call the parent, guardian, or adult contact to notify the detention and discuss the tardiness problem.

On-Campus Truancy:

Students are expected to be in class during class time. Leaving the building is not permitted during instructional time or passing periods. The below policy is a guideline - administrator response may vary depending on the situation.

- 1st Offense - Verbal Warning
- 2nd Offense - Verbal Warning/ Parent Phone-Call
- 3rd Offense - Lunch Detention / Parent Phone-Call
- 4th Offense - Day of ISS / Parent Phone-Call
- 5th Offense - Day of OSS / Parent Meeting
- Continued Issue - OSS and Possible Reassignment

ALL HACS Students are considered truant after two or more unexcused absences, early leaves, and or tardies more than 30 minutes

Attendance to knows:

- Parents/guardians will receive a daily call when their student is absent or tardy to school.
- Weekly perfect attendance raffles
- HACS may participate in a home visit to determine a student's whereabouts

Attendance Do's

- Be present
- Be on time
- Call the office and notify HACS staff of any support needed to attend school.

Attendance Don'ts

- Be late
- Be absent, tardy, or leave early for more than two days a term.

Excused Absences

A reminder that Chronic Absences include unexcused and excused absences.

A) Medically excused due to illness

- the clinic providing care must fill out a medical excuse note from their facility. The Hanny Arram Center for Success will accept no other paperwork. Appointments will not qualify as excusable absences. A doctor has to be seen on the date of the excused absence. The clinic providing care must verify that they have excused the absence.

B) The Teen Net representative must approve pregnant or parenting absences.

C) Court appearances - Students are excused for the time spent in court. Twenty minutes is allowed to and from the court. A court letter is required.

D) Parent Excused Absences

- a) Parents may excuse emergency absences (bereavement, unique family situations, etc.) through the principal's approval. Parents should contact the principal immediately as these situations arise. Chronic conditions will be discussed as needed. Absences the principal disapproves of will be considered unexcused.
- b) Parents may excuse no more than three days a year due to minor illnesses (not requiring a doctor's visit). Any absences due to illness will require a medical note after the three days have been exhausted.
- c) Chronically absent students will potentially be reassigned. We have limited seats at the Hanny Arram Center for Success and students who want to attend. We want students who want to be here.

6th-10th-Grade Program

This program is designed to reward scholars for their positive behavior and academic progress in their classes. Each student will have a weekly point card to determine their level for the following week. You will drop to the Bronze level if your point card is lost or destroyed. The following is a list of rooms and opportunities with our level program.

Honors Room - 131

The Honors Room is an environment where students can participate in games, chill time, etc. Level III students are granted access to the Honors Room contingent on making their daily percentage based on their level. They can earn weekly points based on behavior for access to privileges and the Honors Room. The Honors Room is designed to include various highly reinforcing and pleasurable activities and items (Wii, board games, card games, art materials) that motivate the students to exhibit the desired, expected behaviors. This room allows staff to work with students to increase motivation and reinforce appropriate social-emotional skills. If students do not earn Honor's Room based on their Point Sheet, they will complete any work they have not completed in continued support.

Behavior Support - 145

Scholars who do not follow directions after three redirects may be referred to behavior support. Behavior support is an opportunity to own the mistake or infraction made by the scholar. Scholars must then make repairs with the staff member who referred them to behavior support. If a scholar will not make repairs or refuses to take ownership of the mistake/infraction, they will be referred to our PAS room.

PAS (Positive Alternatives to Suspension) Room - 122

The PAS Room is a location where scholars won't access any reinforcing or fun activities. To leave the PAS room, they must perform academic/restorative tasks under adult supervision. The goal is for the PAS room to be where students avoid going. Scholars in the PAS room during Honors Room, Outings, or Innings activities will not have access to these privileges. Tasks/folders are assigned based on Non-Negotiable behavior. Scholars return to the classroom when the tasks are completed, debriefed with staff, and issued a sincere repair for their behavior. The PAS form must be filled out by HACS staff. Scholars who appropriately fill out the PAS curriculum and repair the situation that had them sent to the PAS room may be allowed to return to class. Scholars who do not do the PAS paperwork will remain in the PAS room or be sent home. Out-of-school suspensions may be a result.

Gotcha Good Cards

Students who are "caught" doing the right thing at the right time can earn a gotcha good card to be used in a drawing at the end of the month for prizes.

Chill/Break Room

Students are encouraged to use the chill/break room to maintain emotional regulation and avoid Non-Negotiable behaviors. The student moves to a location in the room designated for this purpose and remains there until he/she is ready to cope with the demands of the learning environment or until a designated amount of time has elapsed. The student returns to the assigned learning location and resumes the activity he/she was engaged in before the time away. Students must have permission from their teacher to use the Chill/Break room.

Outings & Innings

As students become more successful in the classroom; they can earn access to outings in the community and enrichment activities at school (innings) to further generalize appropriate behavior in an even less structured and supervised environment. Only students on silver and gold levels can attend Outings and Innings. As students engage in desired behaviors and make good choices, they are increasingly given opportunities to earn more independence, autonomy, and trust. Activities may include but are not limited to on and off-campus events. If a student is in the PAS room, they will lose the privilege of the outing/inning.

Non-Negotiable Behavior

Non-Negotiable Behaviors are behaviors that are not tolerated for any reason. These behaviors result in earning time in the PAS (Positive Alternative to Suspension) or a suspension from school. Non-Negotiable behavior will be noted on the point card, and the scholar will receive a 0 for their points for the day.

- **Physically Unprovoked Aggression:** A student is physically aggressive for no apparent reason. This includes intimidating/threatening/harmful body language, actions, and gestures.
- **Physically Provoked Aggression:** A student is physically aggressive in response to an action from another student. This includes intimidating/threatening/harmful body language, actions, and gestures.
- **Significant Verbal Aggression:** Verbal aggression includes yelling, profanity, name-calling, teasing, and other verbal interactions that may be perceived as aggressive/intimidating/threatening/harmful. The point system will be used to document verbal aggression.
- **Elopement:** A student who leaves the assigned area without permission or is not where they are supposed to be (no matter where the student is).
- **Vandalism or significant damage to property that cannot be cleaned up or fixed by a student.**
- **Pulling the fire alarm.**

- Drugs, tobacco, vape products, or alcohol
- Sexual harassment/misconduct
- Racist comments

Student Earned Privileges



Gold Level (dismissed at 2:00)

- Can listen to music during work time (each teacher must define work time)
 - Not during Edgenuity
- Access to Honors Room or independent study when work is completed
- Option to be a teacher helper/peer tutor
- Option to use a water bottle
- Option to have an alternate lunch location.
- No escorts are needed
- May carry a sketchbook that can be used during free time only
- Maintain level III by earning 90% of the week's points.
- Will move to Level I with any non-negotiable behaviors.



Silver Level (dismissed at 2:30)

- Opportunity to go on walks, go outside, or participate in activities following lunch
- Sketchbooks can only be used during free time - Must be given to the teacher upon entering the room.
- Bathroom and drink at teacher's discretion
- Can leave the room with the hall pass
- Can have free time on Chromebook during breaks
- Assigned seats (may have flexible seating options at teacher discretion)
- Can move to Gold Level by earning 90% of the week's points.
- Will move to Bronze Level with any non-negotiable behaviors.



Bronze Level (dismissed at 3:00)

- Bathroom and drink only during the first/last 5 minutes (only with an escort)
- Chromebook restricted for the entire class
- Cannot participate in the walk or go outside after lunch
- No sketchbook
- Escorts if a student needs to leave the room
- Assigned seat in the classroom and must remain appropriately seated in assigned seat
- Weekly Parent Meeting (Mr. Owens/Mrs. Nolan/Mrs. Evans)
 - (if remain on level one two weeks in a row, alternate programming may be considered)
- Can move to level II by earning 80% of the week's points.
- Will not move to Silver with any non-negotiable behaviors.

Personal Belongings

Many students at the Hanny Arram Center for Success are here to avoid distractions that were a barrier to them in the past. To have a focused, distraction-free environment, students' personal belongings in the classroom will be limited, helping students focus on their academics, growing, and developing skills for the future.

Checking In Items

When students enter the building, they will check their items into their assigned cubby for the day. Hanny Arram Center Staff will store any items including, but not limited to: coats, cell phones, smart watches, bags, and other items in this space. Items will be safe and secure throughout the day. **Coats will be allowed in the classroom during the fall/winter months at the teacher's discretion.**

Cell Phones

Cell phone use during the school day will not be permitted. Students will store their cell phones in their assigned cubby or leave them at home while attending the Hanny Arram Center for Success. Students at the Hanny Arram Center are here to have a more targeted, focused, and distraction-free environment, which will help achieve that.

Lost and Found

Items found throughout the school building and on the grounds will be turned into the school office. Whenever you lose articles of clothing or books, please stop by the office to see if they have been located and turned in.

Searches and Confiscation

Any student believed to have an item on their person that is not allowed at the Hanny Arram Center will be subject to a search by the administration.

Academics

Students who attend the Hanny Arram Center for Success will be in a program that fits their needs. The curriculum will be tailored and adjusted to meet their level. Thus, some credits may be earned and awarded by the classroom teacher based on the performance of daily work and unit assessments. Other credits will be awarded upon the completion of online coursework.

Students will earn credits towards a high school diploma and receive a transcript from the Hanny Arram Center for Success. These credits will transition to Kearney High School if a student transitions to KHS. These credits will count toward graduation at KHS but may or may not be recognized by the University system.

The Hanny Arram Center Staff will work with students to identify their individual goals and help develop a plan for success.

Homeroom at the Hanny Arram Center for Success

Learning and creating quality work is a top priority at the Hanny Arram Center for Success. Students at the Hanny Arram Center for Success learn to refine and improve their skills and knowledge to become successful learners, producing high-quality work. All students are assigned to a homeroom at the Hanny Arram Center for Success to ensure academic success. Participation in the homeroom program is mandatory. Students will work with teachers to complete assignments/projects or relearn/retest essential objectives, thus improving overall performance in school. We aim for each Hanny Arram Center for Success student to earn credit in every course they are enrolled in throughout the school year. Continued Support classes will meet for 30-60 minutes daily, and students will earn elective credit toward graduation for participating in this academic support opportunity.

Purpose of the Hanny Arram Center for Success Homeroom:

- To provide each student with consistent academic support
- To prepare students for postsecondary education or career development
- To encourage supportive relationships and build self-efficacy
- To provide students with the knowledge and skills to be successful in all academic environments

Non-Traditional 6-8

Description: Students will be identified for these classrooms through district decision-making rules and team discussions. Students should have completed the MTSS Referral process without finding success. The students will work through a teacher-led curriculum and have dedicated time to work with counselors and behavioral specialists on the SEL skills needed to succeed. We will monitor their progress through data collection tools. The focus of this program will be to provide a stable environment and structure to help the student find success. The academic focus will be on skill-building and identifying areas needing more focused improvement. Expectations will be established regarding regular attendance, behavior, and work completion. Students must meet those expectations to remain in the program.

Non-Traditional 9 or 10

Description: Students will be identified for these classrooms through district decision-making rules and team discussions. Students should have completed the MTSS Referral process without finding success. The students placed will work through a teacher-led curriculum and have dedicated time to work with counselors and behavioral specialists on the SEL skills needed to succeed. We will monitor and track their credits so they can graduate successfully and transition back to the building when/if appropriate. The coursework offered will follow a more traditional high school path, although the content will be amended to fit the needs and abilities of the student. Expectations will be established regarding regular attendance, behavior, and work completion. Students must meet those expectations to remain in the program.

Half-Day Programs: (HD I and HD II)

Description: The Half-Day programs are designed to serve students who have attempted other interventions without success. They should be upperclassmen who are capable of working online independently. They will be assigned Edgenuity coursework to meet graduation requirements. They will work in person at the Hanny Arram Center for Success. Schedules will be determined by student credit needs and in conjunction with the teacher. Students who aren't making adequate academic progress may be required to increase their program hours to stay on track.

EOC

Description: EOC will continue to serve students in grades 11-12 who have reached a minimum of 100 credits. It would be helpful if these 100 credits come mostly from core classes. They should have good attendance and hold down or work to find a job. This program should be a stepping stone for students to transition from high school to the workforce successfully.

Expectations will be established regarding regular attendance, behavior, and work completion. Students must meet those expectations to remain in the program.

Temporary Student Support

Description: This program will serve students who may not have a long-term placement in the Hanny Arram Center but whose situation requires an alternative arrangement. This would include situations such as students who have been suspended or expelled, students who have been recently released from a treatment facility, students who are transitioning into KHS, or students who are experiencing a Code Red situation or have been emergency excluded from school. The student's needs and availability will determine schedules. Students will complete work assigned by classroom teachers from their home buildings or Edgenuity curriculum, depending on the circumstance. They will report to the Hanny Arram Center for tutorial services during transition or suspension time.

Open Door Program

Description: Students at severe risk of not graduating. They have potentially aged out of our programs or are not a good fit for EOC or other programs due to lack of attendance, work issues, family obligations, etc.

Tuesday Night School

Description: Students at severe risk of not graduating or missing their graduation cohort may apply for our Tuesday Night Program. Students will work on needed credits at HACS on Tuesday nights from 5:00-8:00 pm.

Graduation Requirements

To earn a Kearney Public Schools Diploma, students must meet the following requirements. These credits meet the state-required courses outlined by the Nebraska Department of Education.

KPS Diploma Requirements		
Subject	Examples of Courses	Credits
English	English Concepts I, II, III, and IV	40
Math	Math Concepts I, II, III	30
Science	Integrated Science I, II, III	30
Social Studies	Citizenship and Global Issues, World History "Concepts, American History Concepts, American Government	30
Health and PE	Health and PE	10
Career Prep and Electives	Career Prep I, II and Workplace Readiness I, II, Personal Finance or other equivalent career tech courses.	15
Electives	Social Skills I, II, III, and IV Community Connections, Modern Issues, Workplace Readiness II or electives of your choice virtual, work credit, or other equivalent elective courses.	45
		200

Student Code of Conduct

- All policies in the [KPS Code of Conduct](#) apply at the Hanny Arram Center for Success. All students will enter HACS through the main entrance. Students will check in their belongings per the HACS personal belonging policy, including but not limited to cell phones, smartwatches, air pods/earbuds, backpacks, hats, and coats, with HACS staff on the student's arrival. Staff will place belongings in storage bags and secure them in individual bins on the storage container. Students can get their belongings when they leave the building for the day.
- No student may bring illegal drugs, alcohol, or weapons on their person or in their car onto HACS property.
- No person on HACS property will be under the influence of drugs or alcohol.
- Appropriate dress is expected and required per the KPS dress code.
- Students should arrive on time, fully prepared for class.
- Disruptive and or disrespectful behavior will not be tolerated. Any student that does not appropriately comply with HACS staff redirection will be sent home for the day. Parents/guardians will be notified and pick up the student within the hour if they are a non-driver. Students will wait for their ride in the office or leave the school property.
- Students who leave the building in anger without permission will not be allowed back that day, parents/guardians will be notified, and the student will be allowed to return the next school day after a meeting with a HACS support team.
- Threats or acts of violence towards staff or students at HACS or any other KPS school will result in the student having a consequence.
- Parking will only be in designated areas at HACS
- No use of substances by smoking/vaping/juuling will be allowed on HACS property.
- Students who violate the Hanny Arram Center for Success Code of Conduct may have a reassignment to a different program in the center at the direction of the principal.
- Students will have no personal visitors other than parents/guardians at HACS. Parents/guardians must communicate with the HACS office before coming on the property. This also includes outside therapists and counselors who use HACS as a meeting place for students and appointments.
- Students unable to stay awake will be sent home. This will be counted as an absence; Hanny Arram Center for Success staff members will contact a parent/guardian to pick up the student within the hour if they are a non-driver.
- Behavior problems of any kind while a substitute teacher is supervising class will result in the offending student being given consequences.
- Academic cheating in any form will not be allowed.

Smoking, Tobacco, and Vaping

Smoking and vaping (by students or adults) are prohibited at the Hanny Arram Center for Success, in the building, or on school grounds. Students should not have any smoking, tobacco, or vaping-related products visible in the building or on campus. This includes any products containing nicotine, CBD, or any other product the administration deemed inappropriate in the Hanny Arram Center for Success.

The use or possession of any device or material related to smoking/vaping will result in consequences:

- Confiscation (parent/guardian will need to pick up)
Edgenuity class completion on dangers of vaping
- In-School Suspension
- Out Of School Suspension
- Possible Reassignment

Drug/Alcohol-Related Offenses

When a student is suspected of being under the influence of drugs or alcohol or in possession of illegal substances, the student may be searched as well as any of their property on this campus (including vehicle searches). The student may be referred to the Kearney Police Department and possibly cited.

Possible Consequences:

- Suspension from school
- Edgenuity class completion about the dangers of drugs/alcohol
- Mandatory Parent/guardian conference before returning
- Other interventions as determined by the administration

Dress Code

Reasonable criteria for determining appearance are based on health, safety, and public decency are conducive to a learning atmosphere. Though not all-inclusive, these are specific examples of the general criteria:

- Extreme dress or hairstyle, which is distracting, will not be permitted.
- Sunglasses, hats, doo-rags, and bandanas are not displayed or visible in the building.
- Any items that promote alcohol, tobacco, illegal substances, gang alliances, or display vulgar language or pictures will not be permitted. Any clothing with slang meaning hurtful or offensive words will not be allowed.
- Bare feet are not permitted.
- All shorts will be worn at mid-thigh.
- Tops should cover midribs, shoulders, backs, and cleavage. Spaghetti straps are not allowed, nor is see-through clothing.
- Sagging is not permitted.
- Coats will be allowed in the classroom during the fall/winter months at the teacher's discretion.

The Student Handbook is intended to be used by students, parents, and staff to guide the rules, regulations, and general information about the Hanny Arram Center for Success. Each student is responsible for becoming familiar with the handbook and knowing its information. Parents should use this handbook as a resource and assist their children in following the procedures and rules contained in this handbook. Although the information found in this handbook includes detailed and specific information on various topics, the handbook is not intended to be all-encompassing to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and rule revisions to implement the educational program and assure all students' well-being. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise not explicitly covered in this handbook, the administration will decide based on all applicable school district policies and state and federal statutes and regulations.

Secondary Activities Handbook

Students in Activities Handbook

[SPANISH VERSION LINK](#)



2023-2024

The Kearney Public School District does not discriminate on the basis of sex, disability, race, color, religion, age, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and designated youth groups.



Dear Students, Parents and Guardians,

The following are instructions for completing the appropriate forms and signatures. The forms are valid for one school year and are for all activities. Coaches and sponsors may add additional guidelines as deemed necessary. These forms must be completed and turned in to the Activities Director's office BEFORE the student will be allowed to begin participating in a school-sponsored activity/contest.

1. Carefully read all sections of the attached handbook.
2. Complete ALL sections of the forms and sign in all spaces indicated.
3. Be sure to include your policy number on the Statement of Insurance.
4. Detach and return the signature pages to the Activities Director's office.

If you have any questions regarding this handbook or the forms, contact Ryan Hogue, Assistant Principal & Activities Director at Kearney High School at (308) 698-8066 or ryahogue@kearneycats.com.

Let's have a GREAT year at Kearney High. GO BEARCATS!

Sincerely,

RYAN E. HOGUE, CAA - ED. 5

Kearney High School

@ryanhogue24

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NSAA/KEARNEY PUBLIC SCHOOLS PARENTAL CONSENT FORM

GUIDELINES, REGULATIONS, AND REQUIREMENTS

Pre-Practice Requirements

All students must meet the following requirements before they begin practice:

1. Students participating in athletics must have a physical form signed by the physician turned into the Assistant Principal for Activities.
2. Return the Parental Consent, Emergency and Insurance Information to the Assistant Principal for Activities.
3. Athletes must purchase an activity ticket.
4. Follow and complete any other procedures or requirements as directed by the respective head coaches or sponsors.

Attendance / Classroom Assignments

Students will not be allowed to participate unless he/she is in attendance at school the day of a contest or activity. Students must be in attendance for at least 50% of their scheduled classes immediately prior to the scheduled event in order to participate, practice, perform or compete. Students absent on a Friday must receive permission from the Activities Director and coach/sponsor to compete/perform in a Saturday event. There may be circumstances where students will miss school due to appointments, etc. If a student must be absent on the day of a contest, please call the Assistant Principal for Activities for clearance. Do not try to interpret the rule yourself. If the Activities Director determines that a student has an excessive amount of absences and/or tardies, that student may be subject to disciplinary action impacting their eligibility.

Many athletic/activity events take students out of school during the school year. It is the student's responsibility to make certain that all assignments are made up prior to or as soon after the activity as possible.

Insurance

The Kearney Public Schools provides no insurance coverage and is not responsible for any such expenses.

All students participating in extracurricular activities should be covered by medical insurance. It is the responsibility of the parents/guardians to provide adequate insurance to cover any medical expenses that may be incurred while a student is participating in a school-sponsored activity. This insurance may be under a family plan. Student insurance is also available from the school through Student Assurance Services, Inc. Information will be sent out at the beginning of the school year, or can be obtained by calling the Assistant Principal for Activities' office.

Transportation

School transportation will be provided to all contests outside of the city of Kearney. Students are expected to ride to and from contests with the team. Students may drive his/her own car to a contest only with approval by the administration. An athlete may ride home from a contest with a parent/guardian, or an adult designated by the parent/guardian, by a written personal request by the parent to the coach in charge. or the Assistant Principal for Activities prior to the event. Students will not be released to anyone else! Emergency situations may be handled by the coaching staff as they occur. Kearney Public Schools will not be responsible for transportation to practices/contests that are held off-campus in Kearney and is the responsibility of the student, parent/guardian.

Seat belts that are available in a school vehicle are to be worn at all times during transport. This includes the front seat passengers as well as the back seat passengers. Failure to follow this rule will result in disciplinary consequences to staff or students.

Student Managers

An official student manager or Athletic Training Room aide for a Kearney High School sport or activity will generally be selected from a group of students who may not make the team in which they tryout for. There will be occasions where a non-athlete/activity participant is interested in becoming a student manager or ATR aid for a sport or activity. Listed below are the student manager job duties that may be required by the head coach or sponsor. The coaching staff from each sport and activity will determine the number of student managers needed for the season. An application process will then take place if needed per the number of interested candidates. An official interview process with more than one member of the coaching staff will take place. The Head Coach will choose the best overall candidate in relation to the candidate's ability to perform all of the duties and responsibilities listed below as well as the interview score. Attendance and discipline records may also impact the selection process.

Student Manager Job Duties:

- Daily attendance at practices to help with the day to day duties.
- Be able to work independently and handle duties without direct supervision from the coaches or sponsors.
- Cleaning and management of sport/activity equipment as needed.
- Be knowledgeable on the sport and be able to take statistics during practice and games.
- Be able to film practices and also run our HUDL platform software.
- Be able to properly and sufficiently operate our scoreboards on and off site.
 - Some of our scoreboards on-site at KHS are digital boards and run by iPad.
- Travel may be required for all student managers during the season.
- Other related duties as needed.

Overnight Travel Guidelines

The following guidelines should be followed when KPS sponsored teams and activity/CTSO groups are traveling on overnight trips in and out of state:

Prior to Departure:

- Full Bag Search of All Student Bags
- Discuss expectations prior to leaving and how breaking these policies will be handled by the KPS Administration.
- Follow KPS drug, tobacco, alcohol, and behavior guidelines. Students may be sent home at the parent's expense for serious infractions.

While at Hotel:

- Discuss expectations ONCE AGAIN prior to assigning rooms
- Assign Rooms Based on Coaches Discretion on Underclassmen vs. Upperclassmen and Student Responsibility and Positive Leadership
- Periodic Room Checks (Both announced and unannounced) Students and Parents will be alerted via the Activities Handbook but also during group pre-season meetings.
- Detailed itineraries for all parents
 - (where, when, phone #'s, room assignments, etc... shall be provided.)
- Gender Segregation in Hotel Rooms Will be Enforced to the Fullest!
- Individual room assignments might be assigned on a case by case basis. Administration will work with you regarding special requests or overnight scenarios that may come up.
- Set Curfews and Check In Times to Ensure Everyone is Safe and Responsible.
- The district will not pick up extra expenses such as phone calls, movies, etc...

- Sponsors shall do walk-throughs of the rooms upon check out.

Inclement Weather

If school is canceled or dismissed early because of inclement weather, practices and contests generally will not be held as a rule. Occasionally, weather and road conditions clear by early afternoon, and, if it is determined that athletes can travel safely, a practice or contest may be held, only after administrative approval. Information regarding the cancellation or postponement of an event will be announced over the local radio stations and their websites as soon as the information becomes available or can be found at www.kearneycats.com, under the KHS Athletic Schedule link. This link also includes middle school information. In addition, parents can subscribe for alerts on this same site.

Activity Tickets

Students who choose to participate in **NSAA Sponsored Athletics that Kearney High offers** will be required to purchase an activity ticket from the school for **\$60.00**. Also included in this list and required to purchase an activity ticket are **Cheerleaders, Dance Catz, Play Production and Speech participants**. The activity pass will be good for the entire school year and will admit the student to all Kearney High athletic events.

Equipment

The school will furnish equipment and lockers needed for each program, with the exception of shoes and items of a personal nature. All equipment checked out to a participant is their responsibility. All equipment and clothing checked out is the property of Kearney High School. Upon completion of the season, the equipment is to be checked back in. Items not checked back in, or have been damaged are the financial responsibility of the student for replacement. Equipment checked out is to be worn for practices and contests only!

Training Room

Kearney High School has one Head Certified Athletic Trainer who coordinates our sports medicine program. The primary responsibility is the prevention and care of school-related athletic injuries. Injuries resulting from participating in non-school activities should be referred to their personal physician. Some of the areas in which the Athletic Trainer is proficient are:

Emergency procedures	Use of therapeutic modalities
Evaluation of injuries	Nutrition
Treatment of injuries	Protective equipment
Injury rehabilitation	Conditioning techniques
Exercise prescription	Concussions

In the event that an athlete is injured, the athletic trainer or coach will administer emergency first aid if needed. Every effort will be made to contact the parent/guardian as soon as possible following an injury. All injuries should be reported to a coach immediately, who will in turn contact the Athletic Trainer for diagnosis. A decision will then be made as to the next course of action.

Concussions: Return to Learn Protocol & Return to Play

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Kearney Public Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom,"[1] and accompanying Appendix,[2] as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed healthcare professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

Return-to-Learn. Any student, parent, or guardian who suspects that the student sustained a concussion must immediately inform the student's coach or building administrator. If a student is suspected of having a concussion, the student may not be permitted to participate or practice in any school-sponsored activity. The District encourages full cooperation and support from both students and parents in each student's Return to Learn protocol.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed healthcare professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school is not required to determine or verify the individual's qualifications.

Additional Information regarding Concussions and Athletic Training Services by clicking [here](#) or can be found on the Kearney High School Website. If you have any questions in regards to injuries or this program, feel free to contact the Assistant Principal for Activities or Athletic Trainer at 698-8102.

Activity Conflicts

With students participating in multiple activities, there are bound to be conflicts which arise when two events are scheduled on the same day. While we try to avoid this whenever possible, it still may happen, therefore it is important that the student communicates with all coaches and sponsors involved regarding potential conflicts well in advance. In determining which event takes priority, State, District, and Conference tournaments shall take precedence as to where the student shall compete. When two regularly scheduled events, or non-priority events, take place on the same day, the two sponsors shall attempt to work out an agreement. If no mutual agreement can be reached, the Principal and Activities Director will make the determination. Parents should not interpret this rule and there may be consequences when students choose to not follow the rule with an activity, particularly in activities that have academic grades involved in the participation.

Team Selection

It is the philosophy at Kearney High to retain as many students as possible. In some instances, space restrictions, ability to schedule competition and limitations on the number of team members may require competitive tryouts to be held to determine the team makeup. Students will be given at least (3) practices for evaluation before final selections are made. Coaches/sponsors have the option of conducting these (3) test practices over the course of two or three days. All KPS students academically and in "good standing" according to the administration in grades 9-12 will be allowed one tryout for each seasonal sport or activity. Students wishing to try out after the three-practice evaluation period may be allowed to try out with permission from the head coach/AD.

Following the evaluation, students will be informed of the final selection. The final selection will be made by the Head Coach with input from Assistant Coaches. There are three options available to a student who is not selected for a team:

1. The student may try out for another activity with permission from the new Head Coach/Sponsor.
2. The student could volunteer to remain with the team in another capacity.
3. The student could participate in a recreational, intramural, or community program.

Addressing Concerns

Parents and students may have questions or concerns that may arise during the season. We stress open communication of these concerns, as long as they follow the appropriate channels. Should a question or concern arise, the following steps are to be taken **in this order**:

1. The student should communicate with his/her coach or sponsor.
2. The parent/guardian may call the school to set up an appointment with the coach/sponsor. Please do not attempt to contact the coach before or after a practice or contest as the coach's first priority is to be with the students.
3. Call and set up an appointment with the Assistant Principal for Activities. At this meeting, the appropriate next steps can be determined.

Weight Room

A state of the art weight room is available for student use throughout the year, provided they follow the rules and guidelines established for such use and are properly supervised by a certified staff member. It is the commitment by the Activities Department to encourage all students to participate in a number of activities throughout the school year. This is a major portion of our mission, philosophy and our commitment by our staff to encourage our students at Kearney High to carry on the tradition of the "Multi-Sport/Activity Participant."

KEARNEY PUBLIC SCHOOLS CODE OF CONDUCT POLICY

Athletic/Activity events shall be defined as any activity involving students of the Kearney Public Schools, outside the established academic program, at which public attendance is encouraged, or involves students from other schools. Athletic/Activity events include, but are not limited to, athletics, music, dramatics, forensics, cheerleading, dance team, clubs, etc.

The application of these rules and regulations shall be initiated on the first day of school, or the first day in which practice for, or participation in, any activity is held, whichever is earlier. Those students involved in Athletic/Activity events may be expected to participate in/or attend all practice sessions during the time of suspension and may also be required to attend their scheduled activity. The student will be suspended from activities currently in season, or the next extracurricular activity if not involved in an activity when the violation occurs. Students who decide to participate in an activity that they normally would not have participated in, simply to get their suspension completed, must finish that entire season in good standing. If the student does not finish that season, the suspension will carry over to the next season.

THIS RULE APPLIES TO THE ENTIRE SCHOOL YEAR AND ANY ATHLETIC/ACTIVITY EVENT, WHICH OCCURS PRIOR TO OR AFTER THAT YEAR. CONSEQUENCES SHALL BE CUMULATIVE GRADES 9-12 REGARDLESS OF ATTENDANCE CENTER. VIOLATIONS OF THE ALCOHOL/DRUG POLICY AND INAPPROPRIATE ACTION POLICY ARE CUMULATIVE AND WILL PLACE THE INDIVIDUAL ON THE NEXT STEP. THE POSSESSION OR USE OF ALCOHOL AND DRUGS AT SCHOOL WILL RESULT IN CONTACT WITH LOCAL AUTHORITIES.

Kearney Public Schools reserves the right to suspend extracurricular activities for any student at Kearney High School where administration deems as the appropriate consequence for failure to adhere to all adopted student code of conduct policies.

ALCOHOL AND/OR OTHER DRUG POLICY VIOLATION:

Behavioral expectations and prohibitions apply 365 days a year, 24 hours a day, in and out of the specific extracurricular season, and on or off KPS grounds. Violations will be recorded from the start of the freshmen season through graduation. For example, a student is caught with alcohol twice during their freshman season and again during their junior season. The consequences during the junior season would be reflective of a third offense for alcohol possession/use.

School Board Policy 5103

Students

Extracurricular Activities

The student will inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common sense.

Warning for Participants and Parents –

Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to follow the school code of conduct and the school district's policies, procedures and rules. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Scope of the Code of Conduct

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities mean student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during a calendar year. The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation in the subsequent school year(s).

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline – See Student Discipline Policy 5101

Drug and Alcohol Violations -

Meaning of Terms -

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

(2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so.

(Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences -

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs, Alcohol, Tobacco and Vaping/E-Cigarette:-

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: After confirmation of the first violation, the student will lose a minimum of 20% of the current season or the next season that the athlete competes in. The penalty will be immediately assessed to the participant's next competition. If the offense happens prior to a season starting, the athlete may be permitted to try out for the sport but will then serve the suspension at the start of the season. **The student can practice with the team if the school administration permits him/her to practice during the suspension. Practicing during the suspension will be a school decision. The student may not travel with the team during the suspension to competitions.**
2. Second Violation: After confirmation of the second violation, the student will lose a minimum 40% of the current season or the next season that the athlete competes in. The penalty will be immediately assessed to the participant's next competition. If the offense happens prior to a season starting, the athlete may be permitted to try out for the sport but will then serve the suspension at the start of the season. **The student can practice with the team if the school administration permits him/her to practice during the suspension. Practicing during the suspension will be a school decision. The student may not travel with the team during the suspension to competitions.**
3. Third Violation: If a third violation occurs, the participant will be suspended from all practices/competitions for one calendar year. These rules and consequences are in addition to any other school discipline under the Code of Conduct.
4. Fourth Violation: The participant will lose the privilege to participate in extracurricular activities for their remaining time in high school.

When assessing a suspension, only NSAA regular season and playoff games count for athletic suspensions. If a student is suspended, playoff games count towards the suspension. For example, a football player is caught with alcohol after the 9th football game of the season. The football team qualifies for the state playoffs. The student athlete must serve 20%, in this case, 2 games. The student athlete will be suspended for the 10th game and the 1st playoff game.

More Serious Violations: In the event of more serious violations, such as students engaging in the use of especially serious drug offenses (cocaine, meth, etc.) procuring alcohol for minors, bullying/hazing of teammates, or any other serious offense as determined by the administration, the consequence of the violation is not restricted by the foregoing, and consequences will be established at the discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity as determined by district and school administration.

When Suspensions Begin

All suspensions will begin with a timeline determined by the administration. The suspension will be communicated with the participant, the parent(s), and the coaches. After the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the administration. Suspensions in the spring will be carried over to the fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors

A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception to receive honors.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.

2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
 - c. If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Attendance.

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation may be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the half day. A student who is not in attendance the half day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Academic Standards:

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 20 credit hours in the semester of participation. Homeschool students must be enrolled in no less than 5 credit hours for participation.
2. If a student is failing more than one class they will be ruled ineligible for that week. Courses will be reviewed weekly on Monday morning. A student who is failing more than one class at reporting times will be ineligible to participate in extracurricular activity contests or performances until the next reporting time. Any exceptions for participation will be determined on a case-by-case basis with final determination made by the Principal or the Athletic Director.
3. Academic requirements do not apply to:
 - a. Instructional field trips which are part of the scheduled course learning experience

Eligibility criteria for part-time students is governed by policy 5004, NSAA bylaws, and state law.

Legal Reference: Neb. Rev. Stat. §§ 79-254 to 79-296

Policy adopted: ~~8/14/17~~
revised: 7/10/23

KEARNEY PUBLIC SCHOOLS
KEARNEY, NEBRASKA

CRIMINAL ACTIVITY:

- Any conduct by a student athlete or activity/club participant that results in criminal charges being filed will result in the following:
 - Meeting with the parent, AD, Principal, etc. to determine the severity of the charges. Consequences can include: Suspension for 20% up to permanent suspension of the season or school year.

INAPPROPRIATE ACTIONS

For purposes of this handbook, the term “dangerous weapon” includes any personal safety or security device (such as a taser, mace, or pepper spray). In the event that a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office, or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Any conduct by an athlete/participant that reflects adversely on the Kearney Public School system or its Athletics/Activities constitutes grounds for suspension/expulsion from participation in sports or activities. The following conduct shall constitute grounds for disciplinary action when such conduct occurs on school grounds, during an educational function or event off school grounds or at any time while off school grounds during the school year:

1. Willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority.
2. The use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault another individual.
4. Willfully causing or attempting to cause substantial damage to private or school property,
5. Willfully causing or attempting to cause physical injury to another individual.
6. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from such student.
7. Possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon while on school property. (Also subject to district policy)
8. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
9. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participants' attendance, the validity of the reason will be determined by the coach/sponsor. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
10. The use of language which is profane or abusive to students or staff members.
11. Public indecency as defined in Nebraska statutes, except that this subdivision shall apply to students at least 12 years of age.
12. Bad sportsmanship during practice sessions and contests.
13. Repeated violation of any of the rules adopted by the school district or school.
14. Engaging in any other unlawful activity as determined by the United States or the State of Nebraska.
15. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is destructive or indecent to the extent that it interferes with the learning and teaching process.
16. Violating the behavioral expectations for those students riding Kearney Public School buses.
17. All other reasonable rules or regulations adopted by the coach or supervisor of a co-curricular activity shall be followed provided that participants shall be notified by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the beginning of the season.
18. Failure to comply with any rule established by the Nebraska School Activities Association, including but not limited to, rules related to eligibility.
 1. First Offense- Suspension from the activity until a conference and or interview with administrative personnel, parents and violator has taken place. At this conference a judgment will be made as to whether the student will be suspended from the activity or assigned another school consequence.
 2. Second Offense or subsequent violation - The participant shall be suspended for 20% of the season. If reinstatement is allowed, the decision will be made by the administration.

ELECTRONIC DEVICES WARNING

Students are reminded that anytime you share information electronically, it is NO LONGER PRIVATE INFORMATION! Examples may include, but are not limited to: Twitter, Facebook or other social media websites, computers, cell phones (including text messages), personal blogs, and any/all other electronic

devices. Students are thus notified that the school administration, while not personally involved in securing information in the sharing process of information, WILL follow normal investigative procedures if a possible school violation and/or activity suspension may be involved.

PERSONAL ELECTRONIC DEVICES & SOCIAL MEDIA

An electronic communication device (ECD) is any technology capable of sending or receiving messages using a network, such as a mobile phone, iPod, laptop, scanner, or video game system. All ECDs, whether owned by Kearney Public Schools, the student, or anyone else, are subject to the rules and regulations of the Kearney Public Schools if they are on school property or using the Kearney Public Schools network. (Refer to Policy 5400.13). Social media is any form of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (pictures, videos, etc.)

The use of cell phones and other personal electronic devices are permissible during extracurricular activities at the coaches/sponsors discretion. Violation of this rule shall result in confiscation of the device. The confiscated device shall be held by the coach/activity sponsor until such time that the parent or guardian can pick it up at their convenience. If a student athlete/activity participant refuses to give up the cell phone or other electronic device to a coach/sponsor when a violation occurs, this constitutes insubordination and may result in suspension from the sport/activity as well as school consequences. If pictures/videos are taken and used to intimidate, embarrass, or harass any person (staff, student, or otherwise) consequences may range from confiscation of the phone to suspension and possible law enforcement contact if privacy issues are violated. Additionally, student athletes/activity participants who use social media to intimidate, embarrass, or harass any person (staff, student, or otherwise) will be subjected to a consequence that will be assessed by the Activities Director. Repeated violations of the personal electronic device and social media rule may result in suspension from games/activities or removal from the team/club.

Any and all social media accounts that pictate and represent Kearney High School or Kearney Bearcats will report directly to the Activities Director for approval of such accounts. These accounts represent Kearney Public Schools and will be subject for oversight and/or disciplinary action as needed. All information and posts shared on these accounts need to be respectful in nature and represent Kearney Public Schools in the most positive manner possible.

DUE PROCESS

If it becomes necessary to enforce the suspension rule, the student shall be notified in writing of the offense and the student and his or her parents are entitled to a hearing with the school authorities upon request. They should contact the Activities Director who shall act as the hearing officer and shall notify the student and the parents in writing of the decision. In the event that the student and their parents are not satisfied with the results of the initial hearing and decision, they may appeal the decision to the Superintendent of schools. Any further appeal would have to come through the judicial process.

NSAA ELIGIBILITY - [NSAA Constitution & By Laws Link](#)

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules set forth by the Nebraska School Activities Association. If you do not understand any of the rules stated below, consult the high school principal or activities director.

1. Students must be an undergraduate.

2. After a student's initial enrollment in grade nine, they shall be ineligible after eight semesters of school membership beginning with their enrollment in grade nine.
3. Students are ineligible if nineteen years of age before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
4. Students must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Students must be enrolled in at least 20 hours per week and regular attendance, in accordance with the school's attendance policy at the school they wish to represent in interscholastic competition. Exempt or Home School Students from authorized Rule 13 Schools must be continuously enrolled in a minimum of 5 credit hours of instruction per semester at the school the student represents in interscholastic competition.
6. Student must have been enrolled and received 20 credit hours in school the immediate preceding semester. If a student is a Home School or Exempt Student from authorized Rule 13 Schools, the member school shall determine whether the home school credits will be accepted to fulfill preceding semester scholastic requirements. Further, such home-school students who are enrolled in subsequent semesters in the member high school must have evidence of having successfully completed 20 credit hours of school work the immediate preceding semester, of which at least **5** of those credit hours have been earned in the member-school setting.
7. **Guardianship does not fulfill the definition of a parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, they have established their eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, they shall be ineligible for ninety school days.
9. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
10. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school they have been attending and retain eligibility.
11. If a student has been attending the same high school since initial enrollment in grade nine, they may remain at that high school and retain eligibility, or they are eligible at a high school located in the school district where their parents established their domicile.
12. If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
13. Transfer students who have their Enrollment Option applications signed and filed prior to May 1 shall be eligible immediately in the fall. Those students who do not have their Enrollment Option applications signed and filed prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
14. Other non-enrollment option transfer students must have signed and delivered all forms necessary to make such a transfer to the school in which they intend to enroll for the upcoming school year prior to the preceding May 1st. For the student to be eligible, the school to which the transfer is being made must have notified the NSAA office in writing, postmarked no later than May 1st of the preceding school year. The student would, however, become ineligible for ninety school days the next fall if the student were to change their mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to their former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1st, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
15. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by their school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

16. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.
17. A student shall not participate on an all-star team while a high school undergraduate.
18. A student must maintain his/her amateur status.

JUNIOR GRADUATES

A student who chooses to graduate at mid-term of their Senior year will not be eligible for Winter or Spring Senior Night ceremonies. If a student chooses to graduate at the end of the school year as a Junior, that particular student will not be eligible for "Senior Year" traditions and ceremonies while participating in activities or athletics at Kearney High School. This includes but is not limited to Senior Parents Night, Senior Banner recognition and recognition of any kind by the coach, sponsor or Activities Department.

Title IX – Procedure for Complaints of Sexual Harassment

A. Complaint Procedure - Generally

1. Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:
 2. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
 3. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending the person has been ineffective.
 4. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
 5. For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
 6. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure.

TITLE IX COORDINATOR CONTACT INFORMATION:

Melissa Herrmann, Human Resources Director

Kearney Public Schools

320 West 24 th Street

Kearney, NE 68845

(308) 698-8011

melherrmann@kearneycats.com

Notice of Non-discrimination:

The Kearney Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Kearney Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX, Title II, Title VI; Section 504 –

Mrs. Melissa Herrmann, Director of Human Resources

320 West 24th Street

Kearney, Ne. 68845

308-698-8011

melherrmann@kearneycats.com

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

To be completed for students participating in any NSAA activities.

Student and Parent Consent Form

School Year: 20____-20____
 Member School: _____
 Name of Student: _____
 Date of Birth: _____ Place of Birth: _____

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above-named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

- (1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
- (2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic and activity participation; (b) participation in any activity may involve injury or illness of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; (d) the severity of an illness, including contagious diseases such as the COVID-19 virus, and bacterial infections may be so severe as to result in disability and death; and, (e) even with the best supervision, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;
- (3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA Bylaws and rules interpretations for participation in NSAA sponsored athletic and/or activities, and the athletic and activities rules of the NSAA member school for which the Student is participating; and,
- (4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the Student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and athletics, weight and height as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video recorded, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.
- (5) Consent and agree to authorize licensed sports injury personnel to evaluate and treat any injury or illness that occurs during the Student's participation in NSAA activities. This includes all reasonable and necessary preventive care, treatment and rehabilitation for these injuries. This would also include transportation of the Student to a medical facility if necessary. Such licensed sports injury personnel are independent providers and are not employed by the NSAA.
- (6) Acknowledge that Parents are obligated to pay for professional medical and/or related services; the NSAA shall not be liable for payment of such services. We give permission to any and all of the Student's health care providers and the NSAA and its employees, staff, agents, and consultants to release and discuss all records and information about the Student including otherwise confidential medical information and records. We understand that this release has been requested and may be used for the purpose of determining eligibility pertaining to activities participation, fitness, injury, injury status, or emergency.

I acknowledge that I have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletics and activities.

 Signature Date _____ Name of Student [Print Name] Student

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletics and activities. Having read the warning in paragraph (2) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for _____ [insert Student name] to practice and compete for the above named high school in activities approved by the NSAA, **except those crossed out below:**

Baseball	Basketball	Bowling	Cross Country	Debate	Football	Golf
Journalism	Music	Play Production	Soccer	Softball	Speech	Swim/Dive
Tennis	Track & Field	Unified Bowling	Unified Track & Field	Volleyball	Wrestling	

Parent(s)/Guardian Printed Name(s)*	Parent/Guardian Signature	Date of Signature

***Both Mother and Father must sign, unless parents are divorced, the custodial parent must sign, or if the Student is not living with parents, the Student's legal guardian.....Revised September 2021**



KEARNEY
PUBLIC SCHOOLS
OWN *Your* FUTURE

TRANSPORTATION HANDBOOK
2023-2024

[CLICK TO VIEW TRANSPORTATION HANDBOOK](#)