

Board of Education Regular Meeting

August 10, 2020 7:00 PM

District Board Office, Central Services  
Building  
14801 South 108 Street  
Springfield, NE 68059-4925

## **Agenda**

- I. Finance Committee Meeting
- II. Call to Order and Roll Call
- III. Notice of Open Meetings Act - Posted
- IV. Consent Agenda
  - A. Minutes of the Previous Month's Meetings
  - B. Treasurer's Report
  - C. Statement of Activity Fund Accounts
  - D. Recommendation for Bill Payment
- V. Items From Patrons on Agenda Items
- VI. Old Business
  - A. Alley Poyner Machietto Architects/ Boyd Jones Construction Discussion on Elementary Bond Building Projects
  - B. School Reopening Planning for 2020-21
  - C. Use of District Facilities By Outside Organizations
  - D. 1st Reading of Policies 1040, 1200, 3560, 4002, 4003, 4003a, 4003b, 4260, 5101, 4190, 5001, 5103, 5401, 5401z, 5406, 5506, 6111, 6117, 6283A, 6380, 7060, 7070.
- VII. New Business
  - A. 2020 Fall Athletic/ Activity Planning and Procedures
- VIII. Reports
  - A. NASB Notes
  - B. Budget 2020-21
- IX. Items from Patrons on Items Not on Agenda
- X. Advance Planning
- XI. Adjourn

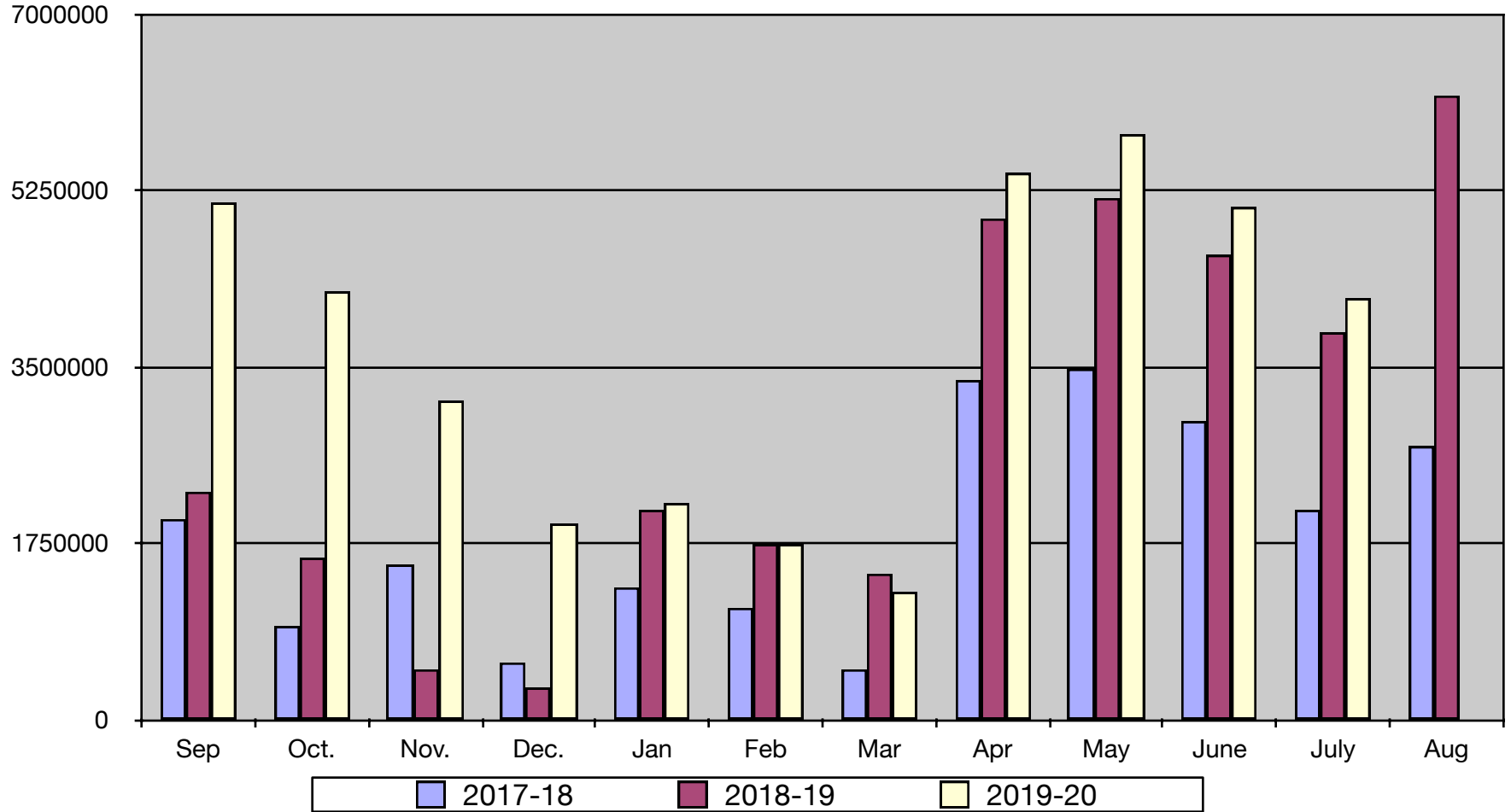
## CASH COMPARISONS as of June 30, 2020

			2017-18	2018-19	2019-20
	<b>April</b>	General Fund	\$3,370,417.00	\$4,986,649.64	\$5,439,299.59
		Emp. Benefit Fund	\$ 2,514.45	\$ 174,887.17	\$ 175,138.59
		Building Fund	\$ 893,067.51	\$1,009,786.34	\$1,654,997.35
		School Lunch	\$ 170,228.00	\$ 149,290.96	\$ 164,730.51
		Bond Fund	\$ 254,095.98	\$ 256,354.46	\$ 266,371.63
		Depreciation Fund	\$ 2,503.17	\$ 37,537.91	\$ 72,626.86
		QCPUF	\$ 196,681.05	\$ 180,576.21	\$ 161,945.35
		April Total	\$4,889,507.16	\$6,795,082.69	\$7,935,109.88
	<b>May</b>	General Fund	\$3,495,774.48	\$5,189,232.22	\$5,814,162.64
		Emp. Benefit Fund	\$ 2,514.56	\$ 174,909.45	\$ 175,152.50
		Building Fund	\$1,384,334.85	\$1,400,583.44	\$1,909,071.50
		School Lunch	\$ 113,584.51	\$ 118,252.43	\$ 156,719.82
		Bond Fund	\$ 282,939.19	\$ 279,394.15	\$ 306,452.81
		Depreciation Fund	\$ 2,503.28	\$ 37,542.69	\$ 72,630.96
		QCPUF	\$ 196,755.19	\$ 193,165.44	\$ 177,624.81
		May Total	\$5,478,406.06	\$7,393,079.82	\$8,611,815.04
	<b>Jun</b>	General Fund	\$2,957,801.65	\$4,622,005.90	\$5,090,931.48
		Emp. Benefit Fund	\$ 2,514.66	\$ 174,929.58	\$ 175,167.86
		Building Fund	\$1,079,393.94	\$1,441,218.08	\$1,939,152.68
		School Lunch	\$ 79,029.68	\$ 130,648.09	\$ 156,392.80
		Bond Fund	\$ 288,554.86	\$ 286,406.80	\$ 300,676.84
		Depreciation Fund	\$ 2,503.38	\$ 37,547.01	\$ 72,637.33
		QCPUF	\$ 201,547.76	\$ 199,700.64	\$ 168,297.22
		June Total	\$4,611,345.93	\$6,892,456.10	\$7,903,256.21
	<b>July</b>	General Fund	\$2,082,417.89	\$3,843,443.59	\$4,192,685.14
		Emp. Benefit Fund	\$ 2,514.77	\$ 174,953.30	\$ 175,179.28
		Building Fund	\$1,501,007.30	\$1,260,387.86	\$1,795,116.77
		School Lunch	\$ 70,043.29	\$ 94,210.91	\$ 179,627.36
		Bond Fund	\$ 293,385.69	\$ 293,554.79	\$ 308,436.08
		Depreciation Fund	\$ 2,503.49	\$ 37,552.10	\$ 72,642.07
		QCPUF	\$ 204,831.08	\$ 185,224.98	\$ 173,652.57
		July Total	\$4,156,703.51	\$5,889,327.53	\$6,897,339.27

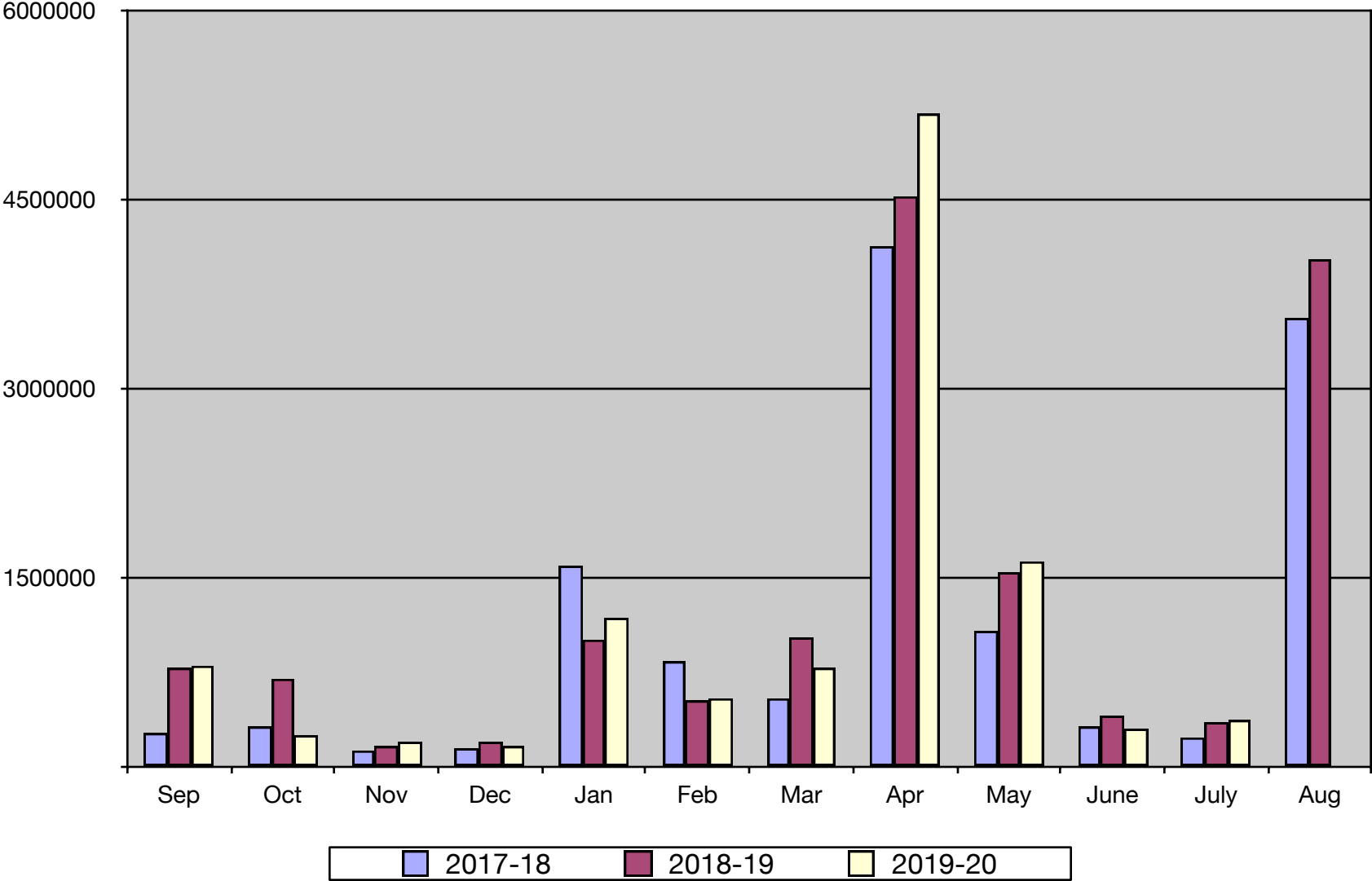
**Finance Committee Report  
July 2020**

- Our General Fund cash balance last August at this time was \$3,843,444. We are currently at \$4,192,685. This amount includes \$2 million note we need to pay back this early fall. We should have over \$5 million come in for taxes in August.
- Tonight, I have a 2020-21 Budget by Object Code notebook for each of you to review. Our Budget Hearing is scheduled on August 24th at 6:45 PM.
- Our tax hearing is scheduled for Sept. 4 at 6:15 PM. Our levy will be going down over a penny overall. I will discuss in more detail as an agenda item later tonight.

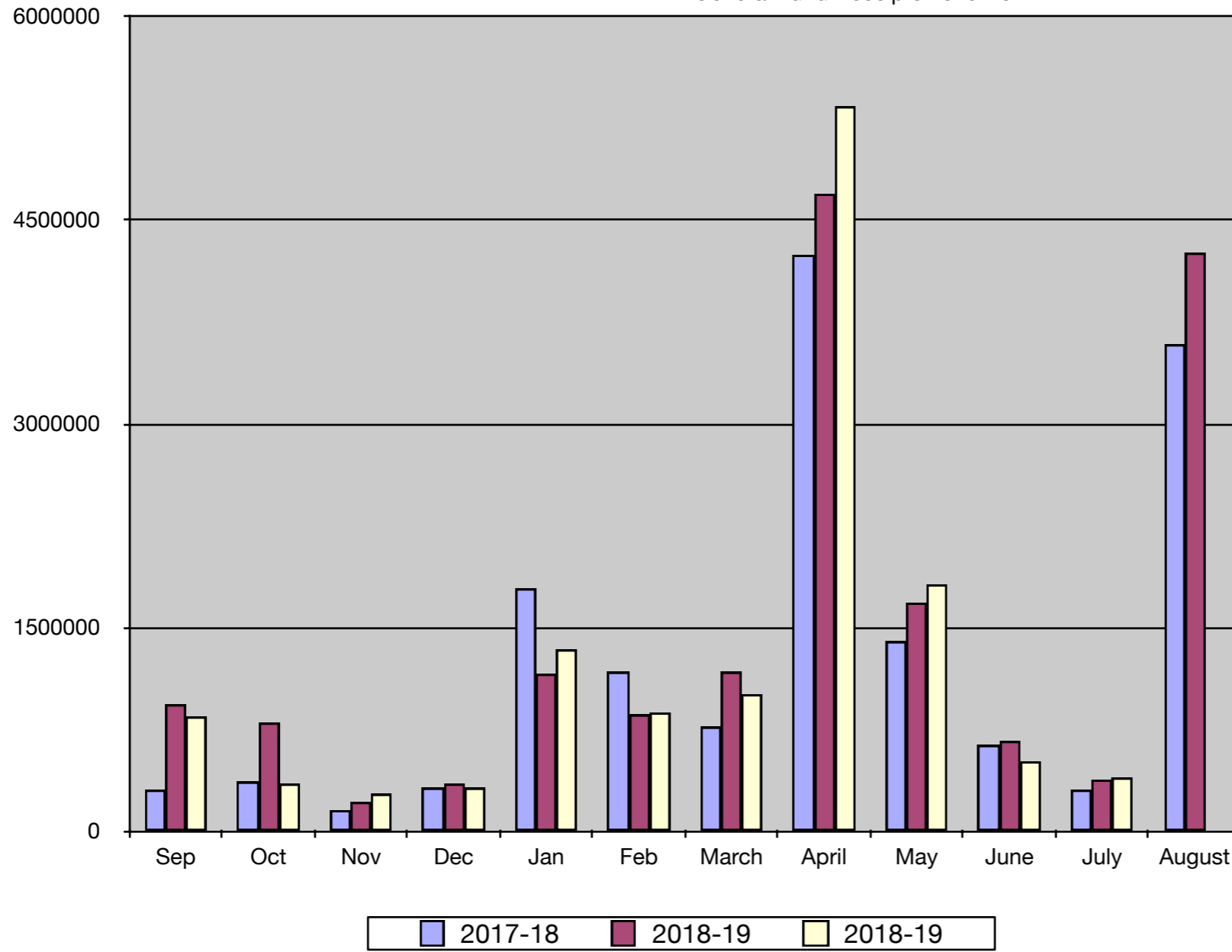
General Fund Balance 2019-20



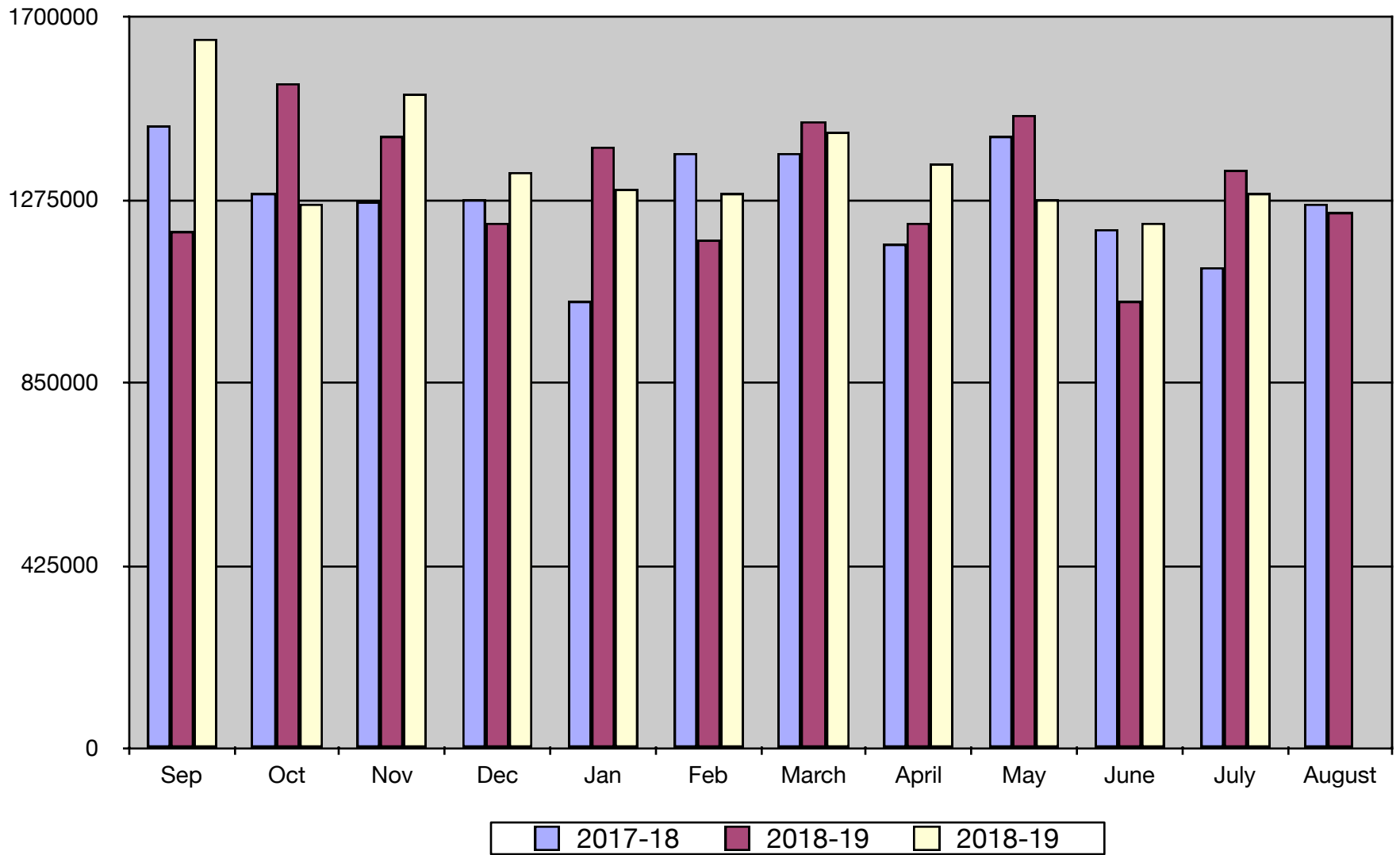
General Fund Tax Draws 2019-20



General Fund Receipts 2019-20



### General Fund Expenses 2019-20





## **Board of Education Regular Meeting**

Monday, July 13, 2020 7:00 PM

The Policy Committee started at 6:10 p.m. Swanson, Osborn, Fisher, and Roseland were present. Sherman joined at 6:20 p.m., and Icenogle at 6:25 p.m. The Board reviewed and discussed recommended changes from law firm on Policies 1040, 1200, 3560, 4002, 4003, 4003a, 4003b, 5101, 4190, 5001, 5103, 5401, 5401z, 5406, 5506, 6111, 6117, 6283A, 6380, 7060, 7070. The committee also discussed Social Media Guidelines/ Rules of Engagement, Anti-Discrimination Policies, and Adding Supervisors to Bus Routes. The committee meeting adjourned at 6:28 p.m.

The Finance Committee started at 6:30 p.m. Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson were present. Finance reports were reviewed by the committee. Discussion of the bills took place. The committee meeting adjourned at 6:39 p.m.

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 7:00 p.m., Monday, July 13, 2020, at the District Board Office, Central Services Building. Present: Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Absent: None.

Notice of this meeting was simultaneously given to all members of the Board of Education, and a copy of their acknowledgement of receipt of notice and the agenda was communicated in the advance notice and in the notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. Statute 84-1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Swanson informed the board and the public that the Act is located on the west wall of the board room.

Action to approve the Consent Agenda as presented passed with a motion by Roseland and a second by Fisher. Vote: Yeas- Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Nays: None. Abstain (With Conflict) Sherman.

There were no items from patrons on agenda items.

A representative from Alley Poyner Macchietto Architecture updated the Board on the New Springfield Elementary floor plan along with construction projects at Westmont Elementary.

Action to approve the Platteview High School student/parent handbook for 2020-21 as presented passed with a motion by Sherman and a second by Osborn. Vote: Yeas- Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Nays- None.

Action to approve the Platteview Central Junior High Student/ Parent Handbook for 2020-21 as presented passed with a motion by Roseland and a second by Sherman. Vote: Yeas- Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Nays- None.

Action to approve the Elementary Student Parent Handbook for 2020-21 as presented passed with a motion by Sherman and a second by Osborn. Vote: Yeas- Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Nays- None.

Action to approve the student fees for 2020-21 as presented passed with a motion by Roseland and a second by Sherman. Vote: Yeas- Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Nays- None.

The Board discussed in detail the Pandemic Planning Spreadsheet for the 2020-2021 School Year.

The Parent Involvement Hearing will be brought back at another date.

Principal Alexander updated the Board on upcoming Graduation Events.

Superintendent Richards gave the committee report.

Superintendent Richards updated the Board on facility improvement projects throughout the district, and NASB Notes.

There were no items from patrons on items not on the agenda.

Board members reviewed their upcoming schedule of meetings, trainings, and conventions. Significant school calendar items were also discussed.

Action to adjourn the meeting at 9:08 p.m. passed with a motion by Sherman and a second by Roseland. Vote: Yeas- Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Nays- None.

## **Board of Education Annual Retreat**

Sunday, July 19, 2020 8:00 AM

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 8:00 a.m., Sunday July 19,2020, at the District Board Office, Central Services Building. Present: Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Absent: None.

Notice of the meeting was given in advance thereof by posting in at least five public places as shown by the certificate of posting notice attached to these minutes. Notice of this meeting was simultaneously given to all members of the Board of Education, and a copy of their acknowledgement of receipt of notice and the agenda was communicated in the advance notice and in the notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. Statute 84- 1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Swanson informed the board and the public that the Act is located on the west wall of the board room. There was no public comment.

The Board of Education held their annual retreat and discussed in depth district planning for growth in enrollment, the district vision including standards for success, program planning and strategic plans for both academic and extra-curricular programs. Items related to the opening of school for the 2020-2021 school year were discussed in detail as well as all current and future facility improvements and planning.

Action to adjourn meeting at 10:54 a.m passed with a motion by Sherman and a second by Roseland. Vote: Yeas- Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Nays-None.

## **Board of Education Work Session**

Monday, July 27, 2020 7:00 PM

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 7:00p.m., Monday, July 27, 2020, at the District Board Office, Central Services Building. Present: Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Absent: None.

Notice of the meeting was given in advance thereof by posting in at least five public places as shown by the certificate of posting notice attached to these minutes. Notice of this meeting was simultaneously given to all members of the Board of Education, and a copy of their acknowledgement of receipt of notice and the agenda was communicated in the advance notice and in the notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. Statute 84- 1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Swanson informed the board and the public that the Act is located on the west wall of the board room.

There was no public comment.

President Swanson called the Parent Involvement Hearing to order at 7:10 p.m. Richards presented the current Parent Involvement Policy as required by state and federal law. There was no public comment. Hearing was closed at 7:14 p.m.

Action to approve the August 2020 School Reopening Plans for Springfield Platteview Community Schools as presented. passed with a motion by Sherman and a second by Roseland. Vote: Yeas- Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Nays-None.

Action to approve the remaining payment of \$13,030 to Midwest DCM for bleacher and fence installation passed with a motion by Fisher and a second by Osborn. Vote: Yeas- Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Nays- None.

Action to approve the payment of \$29,800 to Midwest Demolition for the removal of the tile at the high school passed with a motion by Fisher and a second by Sherman. Vote: Yeas- Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Nays-None.

Board members reviewed their upcoming schedule of meetings, trainings, and

conventions. Significant school calendar items were also discussed.

Action to adjourn meeting at 7:54 p.m. passed with a motion by Sherman and a second by Roseland. Vote: Yeas- Fisher, Icenogle, Osborn, Roseland, Sherman, Swanson. Nays- None.

SPRINGFIELD STATE BANK  
600 MAIN ST  
SPRINGFIELD, NE 68059-3220  
Tel: (402)253-2222

SPRINGFIELD PLATTEVIEW COMM  
STUDENT FEE ACCOUNT  
14801 S 108TH ST  
SPRINGFIELD NE 68059

Statement Date: 07/31/2020 Enclosures: ( 0) Account No.: 4151129 Page: 1

**REGULAR CHECKING ACCOUNT SUMMARY**

Category	Type :	REG	Status :	Active	Number	Amount
Balance Forward From 06/30/20						1,057.58
Debits						0.00
Ending Balance On 07/31/20						1,057.58
Average Balance (Collected)					1,057.58+	

Direct Inquiries About Electronic Entries To:  
Phone: (402) 253 - 2222

**AVERAGE AND MINIMUM BALANCES**

Average Ledger Balance :	1,057.58	Minimum Ledger Balance :	1,057.58
Average Collected Balance :	1,057.58	Minimum Collected Balance :	1,057.58
Average Available Balance :	1,057.58	Minimum Available Balance :	1,057.58

**OVERDRAFT FEE SUMMARY**

	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

**This Statement Cycle Reflects 31 Days**

FOR "A CYBERSECURITY GUIDE FOR CONSUMERS" GO TO  
[HTTPS://WWW.FDIC.GOV/CONSUMERS/ASSISTANCE/PROTECTION/  
BROCHURES/CYBERCUSTOMER.PDF](https://www.fdic.gov/consumers/assistance/protection/brochures/cybercustomer.pdf)

**PRIVACY NOTICE**

Federal law requires us to tell you how we collect, share, and protect your personal information. Our privacy policy has not changed and you may review our policy and practices with respect to your personal information at [springfieldstatebank.com/documents/annual-privacy-notice.pdf](http://springfieldstatebank.com/documents/annual-privacy-notice.pdf) or we will mail you a free copy upon request if you call us at 402-253-2222

Admin. Revolving July 2020

Administrative  
8/5/2020

<u>Date</u>	<u>Num</u>	<u>Transaction</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>
7/20/2020	DEP	Deposit-Horace Mann cat: 403b Refund JoAnna Johnson		R	272.92
7/21/2020	5851	JOANNA JOHNSON cat: 403b Horace Mann Refund memo: 01-2-02510-890-000-01	272.92	R	
7/24/2020	5852	NE LIBRARY ASSOC. cat: SUPPLIES memo: 01-2-02220-610-002-11	17.00		

**SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS**

**Treasurer's Report**

**For the month ended July 31, 2020**

<u>General Fund Now Account</u>			
Bank Balance: Beginning of Reporting Period			\$ 323,031.91
Deposits:			
Springfield State Bank - Interest	\$ 26.24		
Transfer from Admin Revolving	\$ 0.00		
Transfers from Investment Account	\$ 1,291,724.55		
Transfers from Bond Fund	\$ 0.00		
Transfer from QCPUF	\$ 0.00		
Transfers from Lunch Fund Investment	\$ 76,022.07		
Transfers from Building Fund Investment	\$ 181,190.92		
			\$ 1,871,995.69
Disbursements			\$ 1,511,216.83
Bank Balance: End of Reporting Period			\$ 360,778.86
Outstanding Checks: End of Reporting Period			\$ 215,496.90
<b>NOW Account Balance: End of Reporting Period</b>			<b>\$ 145,281.96</b>
<u>General Fund Investment Account</u>			
Available Balance: Beginning of Reporting Period			\$ 4,942,198.25
Deposits:			
Springfield State Bank - Interest	\$ 304.05		
Sarpy County Treasurer - Local Taxes	\$ 210,492.54		
Sarpy- MVT	\$ 169,987.66		
State Aid	\$ 0.00		
SPED SA Reimb- State	\$ 0.00		
Rentals	\$ 0.00		
Federal- IDEA SPED, Title, Perkins, etc.	\$ 0.00		
Medicaid	\$ 0.00		
County Fines/City Fees/ Liquor Licenses	\$ 0.00		
Summer School/ Preschool payments	\$ 0.00		
Refunds/ Reimbursements/ Payments	\$ 12,441.63		
iPad Fees and Insurance	\$ 0.00		
			\$ 393,225.88
			\$ 5,335,424.13
Disbursements			
Transfers to General Fund NOW	\$ 1,291,724.55		
Administrative Revolving	\$ 0.00		
Transfer to Depreciation	\$ 0.00		
Returned checks/ fees/ overpayment	\$ 0.00		
Bank and other Service Charges	\$ 185.30		
			\$ 1,291,909.85
<b>Investment Account Balance: End of Reporting Period</b>			<b>\$ 4,043,514.28</b>
<u>General Fund Administrative Revolving Account</u>			
Available Balance: Beginning of Reporting Period			\$ 4,105.90
Deposits:			

Transfers From General Fund Investment Acc't	\$	272.92	
Transfers From Building Fund	\$	0.00	
			\$ 272.92
			\$ 4,378.82
Disbursements			\$ 272.92
Bank Balance: End of Reporting Period			\$ 4,105.90
Outstanding Checks: End of Reporting Period			\$ 217.00
<b>Admin. Revolving Account Balance: End of Reporting Period</b>			<b>\$ 3,888.90</b>
General Fund Administrative Revolving Account			\$ 3,888.90
General Fund NOW Account			\$ 145,281.96
General Fund Investment Account			\$ 4,043,514.28
<b>TOTAL GENERAL FUND BALANCE</b>			<b>\$ 4,192,685.14</b>
<u>Employee Benefit Fund</u>			
Available Balance: Beginning of Reporting Period			\$ 175,167.86
Deposits:			
Springfield State Bank - Interest			\$ 11.42
Transfers From General Fund Investment Acc't			\$ 0.00
Bank Balance: End of Reporting Period			\$ 175,179.28
Certificate of Deposit			
Available Balance: End of Reporting Period			\$ 175,179.28
Disbursements			\$ 0.00
<b>TOTAL EMPLOYEE BENEFIT BALANCE</b>			<b>\$ 175,179.28</b>
<u>Special Building Fund Investment Account</u>			
Available Balance: Beginning of Reporting Period			\$ 1,939,952.68
Deposits:			
Land Transfers	\$	0.00	
Springfield State Bank - Interest	\$	124.04	
Sarpy County Treasurer - Local Taxes	\$	36,230.97	\$ 36,355.01
			\$ 1,976,307.69
Disbursements	\$	181,190.92	\$ 181,190.92
Available Balance: End of Reporting Period			\$ 1,795,116.77
<b>TOTAL SPECIAL BUILDING FUND BALANCE</b>			<b>\$ 1,795,116.77</b>
<u>School Lunch Investment Account</u>			
Available Balance: Beginning of Reporting Period			\$ 156,392.80
Deposits:			
Springfield State Bank - Interest	\$	11.01	
Hot Lunches	\$	1,923.60	
State/Federal Aid	\$	97,212.02	
KidsCare Reimbursement/ Other	\$	130.00	\$ 99,276.63
			\$ 255,669.43
Disbursements			

Transfers to NOW	\$	76,022.07		
Transfer to Admin Revolving	\$	0.00		
Returned checks debit/fees	\$	20.00		
				\$ 76,042.07
Available Balance: End of Reporting Period				\$ 76,042.07
<b>TOTAL SCHOOL LUNCH FUND BALANCE</b>				<b>\$ 179,627.36</b>
<u>Bond Fund Investment Account</u>				
Available Balance: Beginning of Reporting Period				\$ 300,676.84
Deposits:				
Springfield State Bank - Interest	\$	19.92		
Sarpy County Treasurer - Local Taxes	\$	7,739.32	\$	7,759.24
			\$	308,436.08
Disbursements			\$	0.00
Transfer to NOW			\$	0.00
Available Balance: End of Reporting Period			\$	308,436.08
<b>TOTAL BOND FUND BALANCE</b>				<b>\$ 308,436.08</b>
<u>Depreciation Fund Account</u>				
Available Balance: Beginning of Reporting Period				\$ 72,637.33
Deposits:				
Springfield State Bank - Interest	\$	4.74		
Transfers from General Fund	\$	0.00	\$	4.74
			\$	72,642.07
Disbursements				
Transfer to NOW	\$	0.00	\$	0.00
Available Balance: End of Reporting Period			\$	72,642.07
<b>TOTAL DEPRECIATION FUND BALANCE</b>				<b>\$ 72,642.07</b>
<u>QCPUF Fund Account</u>				
Available Balance: Beginning of Reporting Period				\$ 168,297.22
Deposits:				
Transfer from Bond Fund	\$	0.00		
Springfield State Bank - Interest	\$	11.19		
Local Real Estate Taxes	\$	5,344.16		
			\$	173,652.57
Disbursements				
Transfer to NOW	\$	0.00		
			\$	0.00
Available Balance: End of Reporting Period			\$	173,652.57
<b>TOTAL QCPUF FUND BALANCE</b>				<b>\$ 173,652.57</b>

# Current Cash Balance

Sorted by Site ID, Group ID; Filtered by Site.  
From 07/01/2020 to 07/31/2020.

Site ID    Site Name  
Group ID    Group Name

			Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>PHS</b>	<b>Platteview High School</b>						
A	Athletics		578.44	0.00	3,559.29	0.00	-2,980.85
B	Activities		10,034.78	9,137.77	4,146.69	-100.24	8,925.62
C	Classes		55,878.22	235.00	2,353.32	-1,167.78	52,592.12
D	Clubs/Organizations		18,048.73	994.00	530.91	0.00	18,511.82
E	Education		4,940.24	0.00	0.00	0.00	4,940.24
F	Fundraising		24,316.20	8,520.00	8,400.28	0.00	24,435.92
M	Miscellaneous		11,277.87	2,521.00	612.99	2,197.61	15,383.49
N	Non-Active Accounts		0.00	0.00	0.00	0.00	0.00
		<b>PHS Totals:</b>	125,074.48	15,407.77	19,603.48	929.59	121,808.36
		<b>Report Totals:</b>	125,074.48	15,407.77	19,603.48	929.59	121,808.36

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Site.  
From 07/01/2020 to 07/31/2020.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>PCJH Platteview Central Jr High</b>								
<b>D Clubs/Organizations</b>								
	440		National Honor Society	643.58	0.00	0.00	0.00	643.58
	465		Student Council	615.49	0.00	0.00	0.00	615.49
			<b>D Totals:</b>	1,259.07	0.00	0.00	0.00	1,259.07
<b>M Miscellaneous</b>								
	727		Destination Imagination	2,167.69	0.00	0.00	0.00	2,167.69
	745		Library	354.67	0.00	0.00	0.00	354.67
	750		Principal	3,197.67	0.00	37.30	0.58	3,160.95
	755		Parent Advisory Council	1,578.72	0.00	0.00	0.00	1,578.72
	765		Science In Motion	317.67	0.00	0.00	0.00	317.67
			<b>M Totals:</b>	7,616.42	0.00	37.30	0.58	7,579.70
			<b>PCJH Totals:</b>	8,875.49	0.00	37.30	0.58	8,838.77
			<b>Report Totals:</b>	8,875.49	0.00	37.30	0.58	8,838.77

Darwin Johnson

8-3-2020

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Site.  
From 07/01/2020 to 07/31/2020.

Site ID Group ID	Site Name Group Name Activity ID    Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>WE</b>	<b>Westmont Elementary</b>					
<b>D</b>	<b>Clubs/Organizations</b>					
	465      Student Council	67.36	0.00	0.00	0.00	67.36
	<b>D    Totals:</b>	<u>67.36</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>67.36</u>
<b>M</b>	<b>Miscellaneous</b>					
	727      Destination Imagination	3,551.42	0.00	0.00	0.00	3,551.42
	745      Library	4,583.49	0.00	0.00	0.00	4,583.49
	750      Principal	2,351.17	0.00	198.16	0.00	2,153.01
	760      Pop	682.71	0.00	0.00	0.00	682.71
	<b>M    Totals:</b>	<u>11,168.79</u>	<u>0.00</u>	<u>198.16</u>	<u>0.00</u>	<u>10,970.63</u>
	<b>WE   Totals:</b>	<u>11,236.15</u>	<u>0.00</u>	<u>198.16</u>	<u>0.00</u>	<u>11,037.99</u>
	<b>Report Totals:</b>	<u>11,236.15</u>	<u>0.00</u>	<u>198.16</u>	<u>0.00</u>	<u>11,037.99</u>

PEEC/WEEC JULY 2020

PEEC-WEEC  
8/4/2020

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			1,238.23
Checks and Payments	1	Item	-35.00
Deposits and Other Credits	3	Items	175.00
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			1,378.23

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			1,378.23
Checks and Payments	1	Item	-35.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 7/31/2020:			1,343.23
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			1,343.23

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Site  
From 07/01/2020 to 07/31/2020.

Site ID Group ID	Site Name Group Name Activity ID    Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
SE	<b>Springfield Elementary</b>					
D	<b>Clubs/Organizations</b>					
	465      Student Council	657.87	0.00	0.00	0.00	657.87
	D <b>Totals:</b>	657.87	0.00	0.00	0.00	657.87
M	<b>Miscellaneous</b>					
	727      Destination Imagination	4,942.05	0.00	0.00	0.00	4,942.05
	745      Library	1,728.58	0.00	0.00	0.00	1,728.58
	750      Principal	4,098.37	0.00	0.00	0.89	4,099.26
	760      Pop	298.34	0.00	0.00	0.00	298.34
	775      Walk-A-Thon	1,940.25	0.00	0.00	0.00	1,940.25
	M <b>Totals:</b>	13,007.59	0.00	0.00	0.89	13,008.48
	SE <b>Totals:</b>	13,665.46	0.00	0.00	0.89	13,666.35
	<b>Report Totals:</b>	13,665.46	0.00	0.00	0.89	13,666.35

*Keith Joe Henegar* 8/6/2020

# Springfield Platteview Community Schools

## Check Payments By Fund Report August 10, 2020 (revised)

General Fund			
Payee	Account Code	Reason	Amount
AMAZON	01-2-01100-610-000-01	Supplies	\$227.98
AMAZON	01-2-01100-610-004-12	Supplies	\$372.66
AMAZON	01-2-01100-640-000-12	Books	\$129.14
AMAZON	01-2-01100-733-000-11	Supplies	\$1,008.81
AMAZON	01-2-01200-610-001-22	Supplies	\$140.73
AMAZON	01-2-01200-610-005-21	Supplies	\$37.99
AMAZON	01-2-01291-640-000-10	Supplies	\$59.95
AMAZON	01-2-02210-640-000-01	Books	\$201.27
AMAZON	01-2-02210-640-000-01	Supplies	\$283.35
AMAZON	01-2-02220-610-001-22	Supplies	\$220.35
AMAZON	01-2-02510-610-000-01	Supplies	\$18.58
American Express	01-2-01100-643-000-01	July 2020 Credit Card Payment	\$16.04
American Express	01-2-02120-810-004-12	July 2020 Credit Card Payment	\$164.00
American Express	01-2-02310-890-000-01	July 2020 Credit Card Payment	\$129.12
American Express	01-2-02410-890-000-21	July 2020 Credit Card Payment	\$548.60
American Express	01-2-02410-890-000-22	July 2020 Credit Card Payment	\$1,097.21
American Express	01-2-02650-626-000-01	July 2020 Credit Card Payment	\$299.24
American Express	01-2-06996-610-000-01	July 2020 Credit Card Payment	\$72,094.51
ARR-Boone Brothers Roofing	01-2-02620-430-000-01	Roof Repairs - SE	\$5,600.00
ASCD	01-2-02410-810-000-12	ASCD Membership - M Hasty (WE)	\$239.00
AT&T MOBILITY	01-2-06996-530-000-01	WIRELESS - COVID-19	\$598.54
Black Hills Energy	01-2-02610-621-004-12	NATURAL GAS @ WM	\$24.37
Canon Financial Services, Inc.	01-2-02510-443-000-01	Copier Lease	\$1,455.00
CAPITAL BUSINESS SYSTEMS, INC.	01-2-01100-443-001-22	PRINTER LEASE	\$75.22
CAPITAL BUSINESS SYSTEMS, INC.	01-2-01100-443-002-11	PRINTER LEASE	\$13.04
CAPITAL BUSINESS SYSTEMS, INC.	01-2-01100-443-004-12	PRINTER LEASE	\$118.00
CAPITAL BUSINESS SYSTEMS, INC.	01-2-01100-443-005-21	PRINTER LEASE	\$1.88
CAPITAL BUSINESS SYSTEMS, INC.	01-2-02510-443-000-01	COPIER LEASE	\$2,916.17
CAPITAL BUSINESS SYSTEMS, INC.	01-2-02510-443-000-01	PRINTER LEASE	\$23.06
CDWG	01-2-02510-734-000-01	Computer Equipment	\$701.88
CENTURY LINK	01-2-02510-530-000-01	Phone Service	\$657.06
City of Springfield	01-2-02610-410-000-11	Water/Sewer @ SP	\$91.38
Construction Containers & Excavating, Inc.	01-2-02620-420-000-01	Construction Containers - PHS	\$250.00
Corbett, Laura E	01-2-02210-890-000-01	Google Certificate - L Corbett	\$10.00
COX BUSINESS	01-2-02510-530-000-01	PHONE SERVICE	\$608.23
CrisisGO	01-2-02410-643-000-22	CrisisGo Renewal	\$2,405.00
Culligan Us Filter	01-2-02410-890-000-22	SUPPLIES	\$13.00
Culligan Us Filter	01-2-02510-610-000-01	SUPPLIES	\$28.00
Cummins Sales and Service	01-2-02620-420-000-01	Planned Maintenance	\$332.59
Decker, Inc.	01-2-01200-610-005-21	MARKERBOARDS @ PC	\$869.90
Demco Inc	01-2-02220-610-002-11	Supplies	\$109.64
Demco Inc	01-2-02220-610-004-12	Supplies	\$126.83
DOUGLAS COUNTY TREASURER	01-2-02510-890-000-01	LC OVERPAYMENT	\$270.82
Educational Service #3	01-2-01100-610-001-22	COOP SUPPLIES	\$1,704.31
Educational Service #3	01-2-01100-610-002-11	COOP SUPPLIES	\$7,365.28
Educational Service #3	01-2-01100-610-004-12	COOP SUPPLIES	\$1,192.51
Educational Service #3	01-2-01200-591-000-01	SRS - 19/20 Service	\$3,435.00
Educational Service #3	01-2-02130-610-000-01	COOP SUPPLIES	\$283.85
Educational Service #3	01-2-02520-610-000-01	COOP SUPPLIES	\$21,768.73
EDUCATIONAL SERVICE UNIT 10- COZAD CENTER	01-2-01200-643-001-22	SUBSCRIPTIONS	\$1,436.03
EDUCATIONAL SERVICE UNIT 10- COZAD CENTER	01-2-01200-643-002-11	SUBSCRIPTIONS	\$1,875.33
EDUCATIONAL SERVICE UNIT 10- COZAD CENTER	01-2-01200-643-004-12	SUBSCRIPTIONS	\$620.83
EDUCATIONAL SERVICE UNIT 10- COZAD CENTER	01-2-01200-643-005-21	SUBSCRIPTIONS	\$526.78
EDUCATIONAL SERVICE UNIT 10- COZAD CENTER	01-2-01291-643-002-11	SUBSCRIPTIONS	\$94.05
EDUCATIONAL SERVICE UNIT 10- COZAD CENTER	01-2-02152-643-000-01	SUBSCRIPTIONS	\$94.05
Egan Supply Company	01-2-02610-610-001-22	Supplies	\$418.62
Egan Supply Company	01-2-02610-610-002-11	Supplies	\$209.30
Egan Supply Company	01-2-02610-610-004-12	Supplies	\$209.30
Egan Supply Company	01-2-02610-610-005-21	Supplies	\$209.30
Egan Supply Company	01-2-02620-610-000-01	Supplies	\$150.51

ELMAN & COMPANY	01-2-02530-550-000-01	Brochures - Discover Difference	\$198.00
Fastsigns	01-2-02410-610-001-22	SIGNS	\$657.87
Fiber Platform, LLC	01-2-02510-530-000-01	MONTHLY SERVICE	\$2,091.86
First Wireless Inc.	01-2-01100-610-004-12	PortableRadio w/Display - PHS	\$2,305.00
Flinn Scientific	01-2-01100-610-001-22	Supplies	\$1,319.74
Fritton, Elizabeth M	01-2-02210-890-000-01	Google Certificate - E Fritton	\$10.00
Gopher Sport	01-2-01100-610-002-11	7" Dia. Yellow Gopher Playground Ball	\$41.70
Gopher Sport	01-2-01100-610-002-11	8.5" dia. Roainbow UltraFlite .5 Kickball, Set of 6	\$59.95
Gopher Sport	01-2-01100-610-002-11	Shipping	\$17.28
Gopher Sport	01-2-01100-610-004-12	SUPPLIES	\$1,262.24
Grainger	01-2-02620-610-000-01	Supplies	\$58.44
Great Lake Sports	01-2-01100-610-002-11	Electric Air Pump for inflating balls	\$94.00
Great Lake Sports	01-2-01100-610-002-11	Supplies	\$508.97
Great Plains Pest Services In	01-2-02620-420-000-01	Pest Control	\$150.00
Greater Omaha Refrigeration	01-2-02610-430-002-11	REFRIGERATOR REPAIR @ SP	\$152.00
Heneger, Kaela J	01-2-06996-610-000-01	Supplies	\$392.58
Home Depot/GECE	01-2-02620-610-000-01	Supplies	\$91.45
Hopp, Andrew S	01-2-01100-890-000-22	Meeting - Meals	\$82.28
Houghton Mifflin Harcourt School Publishers	01-2-02210-640-000-01	Attendance Enterprise Server Migration	\$13,719.00
HUDL	01-2-02410-643-000-22	Hudi Assist - VB Unlimited Game - PHS	\$800.00
iFixOmaha LLC	01-2-01100-432-000-01	iPad Repair	\$1,132.20
JODI KOHL	01-2-02320-340-000-01	PR Services - July 2020	\$1,290.00
JOURNEYED.COM, INC.	01-2-01100-643-000-01	Adobe K-12 2500+ RNW Level 4 x 100	\$500.00
KSB School Law, PC LLO	01-2-02320-317-000-01	LEGAL SERVICE	\$358.50
Layher, Gerald D	01-2-02410-333-001-22	Mileage - May/June 2020	\$192.05
Learning A-Z	01-2-01200-643-002-11	RAZ - A to Z License - SE	\$115.45
Literacy Resources, LLC	01-2-02210-610-000-01	Phonemic Awareness Curriculum & Supplies	\$455.55
Mahoney, Jeremy R	01-2-02210-643-000-01	Calendly Scheduling Application	\$96.00
Mark's Plumbing Parts	01-2-02620-610-000-01	Supplies	\$142.42
MARTINEZ TREE SERVICE	01-2-02620-430-000-01	TRIMMING @ WM	\$4,600.00
MCI	01-2-02510-530-000-01	LONG DISTANCE	\$48.40
McKnight, Mary J	01-2-02620-610-000-01	Supplies	\$49.17
Metropolitan Utilities Dist	01-2-02610-621-000-01	LEVEL PAYMENT - JULY 2020	\$207.00
Metropolitan Utilities Dist	01-2-02610-621-001-22	LEVEL PAYMENT - JULY 2020	\$1,904.00
Metropolitan Utilities Dist	01-2-02610-621-002-11	LEVEL PAYMENT - JULY 2020	\$153.00
Metropolitan Utilities Dist	01-2-02610-621-005-21	FUEL @ PC	\$60.35
Metropolitan Utilities Dist	01-2-02620-621-000-03	FUEL @ STORAGE BLDG	\$46.18
Millard Sprinkler	01-2-02620-430-000-01	Sprinkler Repair - PHS	\$517.05
Molzer, Lori A	01-2-02510-610-000-01	Personal Table	\$14.97
Nasco	01-2-01100-610-002-11	SUPPLIES - SE	\$265.36
Nasco	01-2-01100-610-004-12	SUPPLIES	\$265.36
Nasco	01-2-01100-610-005-21	supplies	\$231.11
National Honor Society or National Junior Hon	01-2-02120-810-005-21	NJHS Affiliation Dues	\$385.00
NE Assoc Of School Boards	01-2-02510-340-000-01	UI PROGRAM	\$897.00
NE School Psychologist Assoc.	01-2-02140-810-000-01	NSPA Membership - S Dill	\$75.00
NEW PIG	01-2-02410-610-001-22	Floor Mat Sign & Marker	\$4,390.99
NEW PIG	01-2-02410-610-001-22	Sign & Markers	\$751.41
Omaha Public Power District	01-2-02610-622-000-02	LEVEL PAYMENT	\$695.85
Omaha Public Power District	01-2-02610-622-001-22	LEVEL PAYMENT	\$14,295.80
Omaha Public Power District	01-2-02610-622-002-11	LEVEL PAYMENT	\$3,257.02
Omaha Public Power District	01-2-02610-622-004-12	LEVEL PAYMENT	\$3,891.33
Omaha World Herald	01-2-02410-610-001-22	Final Pmt - A Thayer Subscription	\$11.95
Omaha World Herald	01-2-02510-540-000-01	EMPLOYMENT AD	\$380.33
One Source	01-2-02510-340-000-01	Background Checks	\$135.00
Paper 101	01-2-01100-610-001-22	Supplies	\$485.87
Papillion Sanitation	01-2-02620-420-000-01	SANITATION PICK UP	\$636.53
Papillion Times	01-2-02410-610-001-22	SUBSCRIPTION RENEWAL - PHS	\$81.95
Platteview High School	01-2-01100-610-000-20	Supplies - Student Fee Waiver (DP, ID, DB, CM, JI 2019/20) - PHS	\$125.00
Platteview High School	01-2-01100-610-000-20	Supplies - Student Fee Waiver (MR) - PHS	\$1,000.00
Platteview High School	01-2-02410-610-001-22	Banners	\$327.48
Prime Communications, Inc.	01-2-02620-430-000-01	REPAIR @ PC	\$255.00
Prime Communications, Inc.	01-2-02620-432-000-01	Security Technician	\$255.00
Quadient Finance USA, Inc.	01-2-02510-531-000-01	POSTAGE	\$500.00
Quill Corp	01-2-01100-610-004-12	Supplies	\$180.46
Quill Corp	01-2-02410-610-002-11	Supplies	\$127.06
Quill Corp	01-2-02510-610-000-01	Supplies	\$40.76
QUIZLET, INC.	01-2-01100-643-000-22	Subscription	\$57.58
Rachel's Challenge	01-2-02410-643-000-22	On-Demand Video Modules - PHS	\$2,700.00
Rainbow Glass And Supply	01-2-02620-430-000-01	Repairs - PHS	\$265.00
Ralston Public Schools	01-2-01200-562-000-01	SPED Services - Child Hearing	\$2,045.67

Really Good Stuff,LLC	01-2-01100-610-002-11	SUPPLIES	\$378.67
Really Good Stuff,LLC	01-2-01100-610-004-12	SUPPLIES	\$591.39
Really Good Stuff,LLC	01-2-01200-610-002-11	Supplies	\$66.68
Riddell / All American Sports Corp.	01-2-02410-890-000-22	Supplies	\$263.95
Rosser Lawn Care, Inc.	01-2-02620-420-000-01	Lawn Service - PHS	\$3,575.00
Rosser Lawn Care, Inc.	01-2-02620-420-000-01	Lawn Service - S Lot	\$500.00
Rosser Lawn Care, Inc.	01-2-02620-420-000-01	Lawn Service - SP	\$1,600.00
Rosser Lawn Care, Inc.	01-2-02620-420-000-01	Lawn Service - WE	\$1,770.00
S I D #23	01-2-02610-410-000-12	Water & Sewer - WM	\$91.00
Sarpy Co Chamber Of Comm	01-2-02560-890-000-01	Enhanced Directory Listing	\$299.00
Sarpy County Election Commission	01-2-02310-340-000-01	Primary Election-May 12, 2020	\$12,879.01
SATELLITE SHELTERS- KANSAS CITY	01-2-02620-442-000-01	Portable Classroom Rental - SE	\$1,168.00
School Health	01-2-02410-610-001-22	Supplies	\$18.99
School Health	01-2-06996-610-000-01	Covid19 - Infrared Thermometer	\$1,190.87
School Specialty	01-2-01100-610-005-21	SUPPLIES	\$114.21
SCHOOL WEBMASTERS	01-2-02560-810-000-01	Website Update/Maintenance	\$25.00
Sherwin-Williams Co. (The)	01-2-02620-610-000-01	Paint	\$304.80
Sherwin-Williams Co. (The)	01-2-02620-610-000-01	Paint Supplies	\$839.13
Sherwin-Williams Co. (The)	01-2-02620-610-000-01	Supplies	\$144.95
SHRED-IT, USA	01-2-01100-890-000-21	SHREDDING	\$93.96
SHRED-IT, USA	01-2-02410-890-000-22	SHREDDING	\$187.96
Social Thinking	01-2-01200-610-000-01	Social Thinking Materials	\$151.06
STUDENT CONDUCTOR, INC.	01-2-01100-643-000-22	Student Conductor System & Paper	\$560.00
Suburban Newspapers, Inc	01-2-02510-540-000-01	LEGALS	\$84.18
Super Duper Publications	01-2-02151-610-004-12	Library Books	\$47.45
TEACHER DIRECT	01-2-01100-610-002-11	SUPPLIES	\$688.00
TEACHER DIRECT	01-2-01160-610-002-11	SUPPLIES	\$131.48
Teaching Strategies	01-2-01291-640-000-10	Teaching Guides	\$835.16
Teaching Strategies	01-2-01291-643-000-10	Online subscription	\$896.25
TREND enterprises, Inc.	01-2-01100-610-002-11	SUPPLIES	\$30.89
Verizon Wireless	01-2-02510-530-000-01	Cell Phone	\$214.17
Virco Inc	01-2-01100-733-000-21	Tables x 14	\$3,327.10
Voyager Sopris Learning	01-2-02210-643-000-01	Step Up to Writing Classroom Kit 4th Ed.	\$482.90
Windstream	01-2-02510-530-000-01	Phone Service	\$432.81
			<b>\$245,072.26</b>

Food Service Fund			
Payee	Account Code	Reason	Amount
Wordware Incorporated	06-2-03100-530-000-23	Service & Support	\$3,616.00
			<b>\$3,616.00</b>

Building Fund			
Payee	Account Code	Reason	Amount
AWS WELL COMPANY, INC.	08-2-04700-450-000-01	Well Drilling Service - PHS	\$11,820.86
Lamp, Rynearson & Associates, Inc.	08-2-02515-340-000-01	PHS Visitor Bleachers	\$1,065.58
Midwest Floor Covering, Inc.	08-2-04700-450-000-01	Carpet Installation	\$71,738.00
Olsson	08-2-04700-450-000-01	PHASE 10- BOUNDARY AND TOPOGRAPHIC SURVEY @ SP	\$11,955.50
Olsson	08-2-04700-450-000-01	PHASE 110- BOUNDARY AND TOPOGRAPHIC SURVEY@ WM	\$1,040.00
School Specialty	08-2-04700-730-000-01	Lunch Tables/Benches - PC	\$40,774.00
Stylized Concrete Solutions Inc	08-2-04700-450-000-01	PHS - Floor Covering	\$15,214.00
			<b>\$153,607.94</b>
			<b>\$402,296.20</b>



Prepared For  
**BRETT RICHARDS**  
 SO SARPY SCHOOL 46

Account Number  
 XXXX-XXXXX7-21006

Closing Date  
 07/22/20

Page 3 of 3

**Activity Continued**

Card Number	XXXX-XXXXX7-25023	Reference Code	Amount \$
06/24/20	ASCA 7036832722 VA REF# 10042354431 7036832722 06/23/20 MEMBERSHIP CLUBS AN ROC NUMBER 100423544312	10042354431 K. Susman membership 01-2-02120-810-004-12	164.00
06/26/20	B & D Pitstop SPRINGFIELD NE REF# 85544020178 402-253-8004 06/25/20	85544020178 fuel	56.20
06/28/20	B & D Pitstop SPRINGFIELD NE REF# 85544020180 402-253-8004 06/26/20	85544020180 fuel	61.23
06/29/20	ADOBE ACROPRO SUBS A SAN JOSE CA REF# 837312165 ADOBE.LY/ENUS 06/28/20	83731216500 Frank 01-2-01100-643-000-01	16.04
06/29/20	AMZN MKTP US*MS9H04U AMZN.COM/BILL WA REF# 58UGPVB179 BOOK STORES 06/29/20	01-2-06996-610-000-01 COVID	869.94 ✓
07/01/20	B & D Pitstop SPRINGFIELD NE REF# 85544020183 402-253-8004 06/30/20	85544020183 fuel	47.41
07/01/20	DISINPRO CORP FULLERTON CA REF# NT_HZGEMMRS +18005417794 07/01/20	01-2-06996-610-000-01 COVID	2,743.16 ✓
07/01/20	HAYLO CARLSBAD CA REF# NT_HZKU2IPH +18776388515 07/01/20	COVID	253.19
07/03/20	AMZN MKTP US*MJ3CZ9L AMZN.COM/BILL WA REF# 7E4ONAYRCRH MERCHANDISE 07/02/20	01-2-06996-610-000-01 COVID	26.99 ✓
07/07/20	AMZN MKTP US*MJ4RM40 AMZN.COM/BILL WA REF# 4ONLTLW10QU BOOK STORES 07/02/20	01-2-06996-610-000-01 COVID	254.00 ✓
07/12/20	B & D Pitstop SPRINGFIELD NE REF# 85544020194 402-253-8004 07/10/20	85544020194 fuel	43.76
07/14/20	B & D Pitstop SPRINGFIELD NE REF# 85544020196 402-253-8004 07/13/20	85544020196 fuel	49.30
07/15/20	B & D Pitstop SPRINGFIELD NE REF# 85544020197 402-253-8004 07/14/20	85544020197 fuel	41.34
07/17/20	AMZN MKTP US*MV2H334 AMZN.COM/BILL WA REF# 4604X8D9ZVK BOOK STORES 07/13/20	01-2-06996-610-000-01 COVID	744.60 ✓
07/17/20	BT*VERSARE SOLUTIONS MINNEAPOLIS MN REF# 5CMQNJ22 8008300210 07/17/20 ROC NUMBER 5CMQNJ22 TAX \$594.88	01-2-06996-610-000-01 COVID	11,410.88
07/17/20	SP * RAFI NOVA NEEDHAM MA REF# NT_HFJ2CYWL 7814245876 07/17/20	01-2-06996-610-000-01 COVID	1,050.00
07/18/20	PAYPAL *CASEYKIRSCH 3157448728 NY REF# 10044112342 3157448728 07/17/20 PUBLISHING AND PRIN ROC NUMBER 100441123422	10044112342 01-2-06996-610-000-01 COVID	200.00 ✓
07/19/20	TST* WICKED HEN FARM SPRINGFIELD NE REF# 99999990201 5317216877 07/19/20 RESTAURANTS ROC NUMBER 9999999020120000	99999990201 Board Retreat 01-2-02310-890-000-01	129.12
07/19/20	AMZN MKTP US*MVOQF5L AMZN.COM/BILL WA REF# 7BBD50UCOON BOOK STORES 07/16/20	01-2-06996-610-000-01 COVID	8,850.00 ✓
07/21/20	USA CLEAN INC 039300 DECATUR IL REF# 73011000202 D.MERCADO@USACLE 07/20/20	73011000202 01-2-06996-610-000-01 COVID	577.09 ✓
07/21/20	IN *CUSTOME CREATIVE MIAMI FL REF# 203IAODS63W 3052336534 07/21/20	01-2-06996-610-000-01 COVID	45,053.00 ✓
07/22/20	ETSY.COM NEW YORK US REF# 66864440122 MISC APPAREL STO 07/21/20	66864440122 PC & PHS MASKS 297.16 PC 594.32 PHS 2410-890 ✓	891.48
07/22/20	ETSY.COM NEW YORK US REF# 68845123485 MISC APPAREL STO 07/21/20	68845123485 PC & PHS MASKS 251.44 PC 502.89 PHS 2410-890 ✓	754.33
07/22/20	AIRCHEK 000000001 MILLS RIVER NC REF# 79801 8002472435 07/21/20 REFER TO RECEIPT ROC NUMBER 79801	79801000000 01-2-06996-610-000-01 COVID	61.66 ✓

**Total for BRETT A. RICHARDS**

New Charges/Other Debits  
 Payments/Other Credits

74,348.72  
 0.00

fuel = 299.24  
 COVIDS = 72,094.51



P.O. BOX 1507, GRAND ISLAND, NE 68802-1507

Address Service Requested



ACCOUNT:  
DOCUMENTS:

XXXXXX7773  
0

PAGE: 1  
07/31/2020



5402 1 AB 0.419 20



SARPY COUNTY SCHOOL DIST 0046  
14801 S 108TH ST  
SPRINGFIELD, NE 68059-4925



1-5PTS-DDAs-03 200801  
001-001-005402 000099889

Beginning September 1st, deposits will no longer be accepted at ATMs. Deposits can be made with the Five Points Bank Mobile App, at a Five Points Bank location, Customer Deposit Drop Box located along the inner-most drive thru lane or by mail. Please call or stop into your local branch for further details.

Business Checking ACCOUNT XXXXXX7773

AVG AVAILABLE BALANCE	144,616.93	LAST STATEMENT 06/30/20	144,616.93
AVERAGE BALANCE	144,616.93	CREDITS	.00
		DEBITS	.00
		THIS STATEMENT 07/31/20	144,616.93

- END OF STATEMENT -



# AUGUST 2020 REOPENING OF SCHOOLS

## Guide for Students and Parents

*Updated on: August 11, 2020*

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# Letter from Superintendent Mr. Brett Richards

*Dear Students and Parents,*

We are looking forward to getting back to school this August to an educational setting that will look a bit different than normal. It has been an unprecedented and difficult time for Nebraska schools and families during this pandemic.

Our top priority will be trying to do what is best for our students to optimally learn while trying to lower the risks of infections. No single action or set of actions will completely eliminate the risk of transmission of infections from the virus, but many coordinated interventions can help diminish that risk. As a parent, you will need to determine whether you will send your child back to school based on the plans we have in place. If you choose to keep your student(s) home, we will do our best to support your child(ren) through an eLearning plan. This plan will feature daily expectations and work for your student(s), which will include participation and grading. Homeschooling through the State of Nebraska may also be an option for your family as well.

This guide shows the processes and procedures we will use to reopen our schools. Here are some of the highlights:

- Masks or face coverings are one of the most divisive issues in school districts in regards to students returning to schools. As a district, we plan to start the school year off by recommending students and staff wear masks in the classroom. Masks will not be required in the classroom. The district will require masks on buses, during any passing periods or transitioning of students from classrooms to other areas of the school, as well as entering and exiting the schools. We will also require students to wear masks when the request is made by a staff member and when a student is in close proximity to a staff member.
- We will try and limit the amount of passing periods or transitions as much as possible during the school day. For example, we will institute block scheduling for 4 periods a day at the secondary level instead of our usual 8 periods a day. Another example, at the elementary schools we will, when feasible, bring specials teachers into the student's regular classroom instead of having students travel to different classrooms.

These type of strategies will help us reduce the chances of transmitting the virus and limit the amount of contact tracing that would need to be done by the Sarpy/ Cass Health Department in cases of exposure.

The Board of Education and Superintendent will monitor daily cases of the virus in our community and will adjust our plans if necessary. *(Continued on the next page)*



# Letter from Superintendent Mr. Brett Richards

If there is a larger spread going on in the community, and the district needs to require masks in the classroom to limit the risk of the spread in our schools, we will require them in the classrooms as well.

Our models of schooling within this plan align with the Green, Yellow, Orange, and Red color codes of the Sarpy/ Cass Health Department. (See Pages 21-25).

- Green means there are *low* cases of the virus in our district area.
- Yellow means there are *moderate* cases of the virus in the area (our district and county are currently in Yellow).
- Orange means there are *high* cases of the virus in the area.
- Red means there are a *severe* number of cases in the area.

Each category has a plan in place for the education of students in our district. The district administration will work with the Sarpy/ Cass Health Department weekly to monitor COVID-19 cases. We anticipate at least a week's notice before we would need to change to a different color's plan. Green and Yellow means our district would be at 100% of students able to attend. Orange means only 50% of students would be able to attend daily in an every-other-day procedure. Red means we would be back to 100% of our students in Remote Learning from home.

There may be times we have to close down a school building for a few days or more because of student or staff infection(s) and engage in Remote Learning while deep cleaning occurs. The Sarpy/ Cass County Health Department will help make those decisions. It is important that parents notify the school or county health department if a family member in the household is infected.

Our goal is to have students and staff back to school every day for the long term. The strategies we will have in place, such as cafeteria table clear dividers, student desk shields, enhanced cleaning and disinfecting throughout the day and at night, social distancing (as much as possible), and built in time for hygiene practices are meant to reduce the chances of transmission of the virus.

We are up against a huge obstacle with the COVID-19 virus. However, we remain steadfast in keeping our commitment to families in our district and providing a quality education. Our partnership is critical during this time, and we will need to work together within this plan to be successful in keeping schools open for the long term. We appreciate your willingness to work with us and look forward to taking on this challenge and having students back in our schools.

Sincerely,



Brett Richards, Superintendent



# District Educational Beliefs During COVID-19 Pandemic

- The resumption of in-person classes, sports, and activities, (when feasible) is crucial to the growth, development, and mental and emotional wellness of our students.
- To create an optimal learning environment, several mitigation strategies and safety precautions should be in place to help prevent the transmission and spread of COVID-19 in our school buildings and community.
- Kids need positive relationships and connections with peers and staff to learn best in an educational environment.
- Kids need access to a high quality education, even during a pandemic, for their future growth and social emotional needs.
- Parents are a very important partner to help keep our schools safe and open.
- Technology offers our district a more innovative and flexible learning environment for our staff and students to continue education programs in multiple ways.



# Acknowledgments & Communications

## ACKNOWLEDGMENTS

*Please consider the following as you read through this document and plan:*

- We acknowledge that what we have planned today may not work tomorrow, and adjustments may be needed as we proceed.
- Flexibility and working together is required by students, parents, and staff to create a safer and effective learning environment.
- This plan will NOT reflect every families' need from our school district. Please be respectful of others in regards to this plan and their decision on whether to learn in person, participate in eLearning, or to homeschool. Also, please respect the decisions of others who decide to wear masks a) all the time or b) during the required times. There are many reasons for both.
- Try and make the most of this difficult situation for the betterment of your student and their social/emotional and educational needs.
- Be positive and show kindness within our district community to all stakeholders to make a positive difference in the lives of others. Everyone is going through a tough time.

## COMMUNICATIONS

- Visitors will be limited to essential only.
- Please schedule a visit ahead of time with your school's office or teacher if there is a need. Visitors will need to be screened at the front office. Masks are required for parents and visitors when coming into the school building and leaving the school building.
- Other means of communication, such as Zoom meetings, emails, or telephone calls, will be encouraged to limit visitors to the school buildings.
- Parent conferences will be virtual during the 2020-21 school year. More details will come in October from each school.
- Frequent communication with your child's teacher(s) is strongly encouraged during this time.



# Attendance Information



## ATTENDANCE

- Staff members or students should stay home when sick or exhibiting symptoms.
- Attendance, whether attending school in person or as an eLearning student, is expected for ALL students enrolled in the district.
- eLearning attendance will be taken as prescribed in the eLearning plan.
- The district will follow all Sarpy/ Cass County Health Department guidance on staff or student recommended quarantines or necessary school closures.
- Returning from travel in-state, out-of-state, or out of the country travel: the district will follow all recommendations from the local or state health departments with student or staff quarantines.



# COVID-19 Information & Mitigation Strategies

1. Please [click here](#) on the guidance of how to protect yourself and others from COVID-19.
2. Posters will be placed throughout each school encouraging hand washing, keeping social distancing where feasible, covering a cough or sneeze, monitoring your daily health to help prevent the spread of the virus.
3. Please [click here](#) to learn why masks are recommended or required and how to wear and wash masks. Students and staff will be provided 5 cloth masks to wear to school.
4. Hand-washing expectations: Persons occupying SPCS facilities should wash their hands with soap and water for twenty seconds, every two hours or during every transition time. Hand sanitizer will also be available in each classroom and at entrances of each building.

## KEY TIMES TO WASH HANDS AND/OR USE HAND SANITIZER:

- Before and after eating food.
  - Before, during, and after preparing food.
  - After using the restroom.
  - After blowing nose, coughing, or sneezing.
  - Before and after school.
  - After touching surfaces frequently, such as handrails and door knobs.
5. Social distancing- Expectations- each school will have a plan for social distancing in the classroom and throughout the building. Desks will be spread out as far as possible, in rows, with clear acrylic sneeze guards/barriers at each desk.
  6. Each school's cafeteria tables will have clear acrylic shields/ sneeze guards in place.
  7. Classroom doors will be open at all times to encourage air flow within the building. Other fresh air flow measures will be in place.



# COVID-19 Information & Mitigation Strategies

8. Student personal items from home- limited to only essential items. Personal water bottles are encouraged as water fountains will be turned off. Touchless water dispensers will be available at each school.
9. Any shared items in the classroom will be limited to essential items and will be cleaned immediately after each use.
10. Staff will have meetings and trainings via Zoom to avoid larger gatherings. Staff are to avoid larger gatherings in break rooms during breaks and lunch.
11. Isolation rooms will be designated in each building to keep students and staff isolated with COVID-19 related symptoms until transportation can be arranged.
12. Staff and teachers will have cleaning checklists at the end of each period or before a transition time.
13. Daily checklists for custodians will be disseminated.
14. Disinfectant sprayers will be used in the evenings at each of the school building to help kill any possible viruses.



# Daily Screening Processes, Protocols, & Information

The Sarpy/ Cass County Health Department has recommended the following questions to be considered each day before sending your student(s) to school. It is important that students and parents screen every day.

## DAILY SCREENING QUESTIONS TO CONSIDER:

1. Are you experiencing any of the following: new cough, shortness of breath, difficulty breathing, loss of taste and smell?
2. Are you showing signs of two of the following: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, nausea, vomiting, diarrhea?
3. Have you been diagnosed with COVID-19 or been around anyone that has been diagnosed with COVID-19?
4. Have you or anyone in your household been asked to self-quarantine at home by a primary care provider or public health official?

If the answer to any of the above questions is **YES**, please follow the Sarpy/ Cass County Health Department guidance ([click here](#)). If a child looks like they are feeling ill, they will be sent to the nurse for a follow up on screening and a temperature check. Please take your child's(ren) temperature every morning before coming to school. This will go a long way to keeping our schools safer.

## What you need to know about COVID-19:

- Anyone can have mild or no symptoms to severe symptoms.
- Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

## Watch for symptoms of COVID-19:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: Fever or chills - Cough- Shortness of breath or difficulty breathing - Fatigue - Muscle or body aches - Headache - New loss of taste or smell - Sore throat - Congestion or runny nose - Nausea or vomiting - Diarrhea. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. **Sarpy County Health Department and SPCS Schools recommend testing of any staff or students who qualify for testing with these symptoms.**



# Breakfast & Lunch Meal Information

Opa! Food Management is proud to partner with Springfield Platteview Community Schools on continuing the district's breakfast and lunch program and services in 2020-21.

Site specific protocols will be used for breakfast and lunch service at each school. There will be cafeteria clear dividers/ barriers at each table in the cafeteria. These will help against the spread of germs/viruses during meals. Social distancing will be planned for as much as possible. Students are encouraged to talk quietly and not move around the cafeteria during meals. All food will be served by gloved and masked employees.

## BREAKFAST

- Meals will be in the cafeteria, commons area, or outside. Students will be spread out as much as possible.
- Wash hands prior to eating.
- Take breakfast to predetermined, small group location.
- Assigned seating.
- Students will stay at their designated small group locations throughout the school year while eating breakfast until instructed to go to classrooms.
- Students will wash hands or use hand sanitizer prior to going back to the classroom.
- Menus will be displayed on school website and in newsletters.

## LUNCH

- Meals in cafeteria, commons, or outside. Students will be spread out as much as possible.
- Wash hands prior to eating.
- Menu will be posted on school's website.
- Assigned seating.
- Students will stay at their designated small group locations throughout the school year while eating lunch until instructed to go to classrooms. Assigned seating in the lunchroom.
- Students will wash hands or use hand sanitizer prior to going back to classroom.
- Meals will be served to students or ready for pick-up. There will be no self-service meals at any of our schools.

Payments for meals will be the same process that the district has always used, unless specified differently at a later time. eLearning meal pick-up will be available for qualified students at specified times and locations to be determined and communicated as we get closer to school opening.



# Transportation Information



The district is committed to providing transportation services during the pandemic. However, we are asking that any parents who are able to provide their own transportation for their student(s), please do so. We would like to keep the buses as minimally populated as possible.

## PROCEDURES FOR STUDENTS AND PARENTS TO FOLLOW:

- Please make sure you have screened your student(s) and checked their temperature before going to the bus stop.
- Students should practice social distancing at all bus stops. Keep 6' away from other students at all times.
- Masks are required to be worn on the buses at all times. Students who will not wear masks on buses will not be allowed to use the provided transportation services, unless a medical opt-out form (Page 14) is signed by a doctor and returned to your child's principal.
- Students will be given an assigned seat on the bus. This will help us contact trace exposure of the virus with the health department should a student become sick with the virus.
- Loud noise and boisterous behavior while on the bus will not be allowed. The district is hiring bus supervisors this year to ensure students on the buses follow protocol associated with this virus.
- Hand sanitizer will be provided as students get on the bus.

If you plan to use district transportation in 2020-21, we are requiring ALL parents to fill out a new form. Please [click here](#) to access the transportation request form and return by **Monday, August 3, 2020.**



# Masks & Face Coverings



**Help us keep our schools open for the long term by following these important guidelines. Masks may be required in the classroom as well, if conditions warrant a pandemic model response change due to an increase in COVID-19 cases in the schools and/or community.\***

1. Mask or face covering is required to get on the bus before and after school. Students who refuse to wear masks on the bus will be denied transportation services.
2. Masks or face coverings are required when entering and exiting the school buildings, during passing periods, and when moving around within the school.
3. Masks or face coverings are recommended for use in the classrooms, especially when social distancing cannot be accomplished (less than 6' away from others). Masks are required when in close proximity to a staff member and when requested by a staff member.
4. Masks should be used by staff and students when individual assistance or small group interaction is within the 6' area.
5. All face coverings must follow SPCS and school dress code requirements (located in school's handbooks and Board Policy). Students may use their own masks if they desire.

Any intimidating, hostile, or offensive messages will not be allowed on masks or face coverings. Any mask that causes disruption in the school environment will not be allowed.

6. Individuals are encouraged to wash their hands or use hand sanitizer after putting on, touching, or removing masks or face coverings.
7. Masks or face coverings may be removed once the student picks up their meal in the cafeteria and sits down to eat. Then, masks must be put back on when student is finished eating and throws away trash and goes back to class.
8. Five cloth masks will be provided by the school district; 2 will be adjustable. If a student forgets a mask at home or it becomes soiled, a disposable mask will be provided for that day.
9. Please establish a routine at home to ensure your student(s) has a clean mask each and every school day. Information on how to wear and how to wear and clean cloth masks is on the CDC website link. [Click here.](#)
10. If a student refuses to wear a mask during required times, this will be considered insubordination. The staff member will ask the student to put on the mask before reporting to administration. Repeat offenders will be subject to disciplinary measures under "Insubordination" or "Not Following Instructions From A Staff Member."

*\*These points reflect the "yellow" SPCS Pandemic Response Model. See pages 21-24 for more information.*



# Attendance Preferences for 2020-21 Questionnaire

If you plan to be in school and in person for 2020-21 school year **AND** you don't have a medical condition that would prohibit you from wearing a mask at the required times, you **DO NOT** have to take this questionnaire. Detailed eLearning plans will be released by **Monday, August 3**.

- If you plan to do eLearning within our school district instead of in person attendance, please take the questionnaire by [clicking here](#).  
**This must be done by Friday, August 7.**
- If you have a medical condition that prohibits your student from wearing a mask, please take the questionnaire by [clicking here](#). Also, you must have a doctor sign the form located on the Page 14.  
**Turned in to the school's office by Friday, August 14.**
- If you are interested in homeschooling your child, please visit the Nebraska Department of Education page by [clicking here](#) to learn how.



# Medical Opt-Out Form For Masks or Face Coverings

Due to the global COVID-19 pandemic, the Board of Education and administration have decided that all students are required to wear masks or other face coverings on buses and during transitions and passing periods within the school day.

If your student has a medical condition that would not allow them to wear a mask while at school during the times listed above, please have your doctor sign this form.

The student listed below has a medical condition that will not allow them to wear a mask or face covering at school or on the bus.

---

Student Name

---

Parent/Guardian Printed Name

---

Parent/Guardian signature

---

Date

---

Printed Name of Doctor and Name of Doctor's Office

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Doctor's Signature

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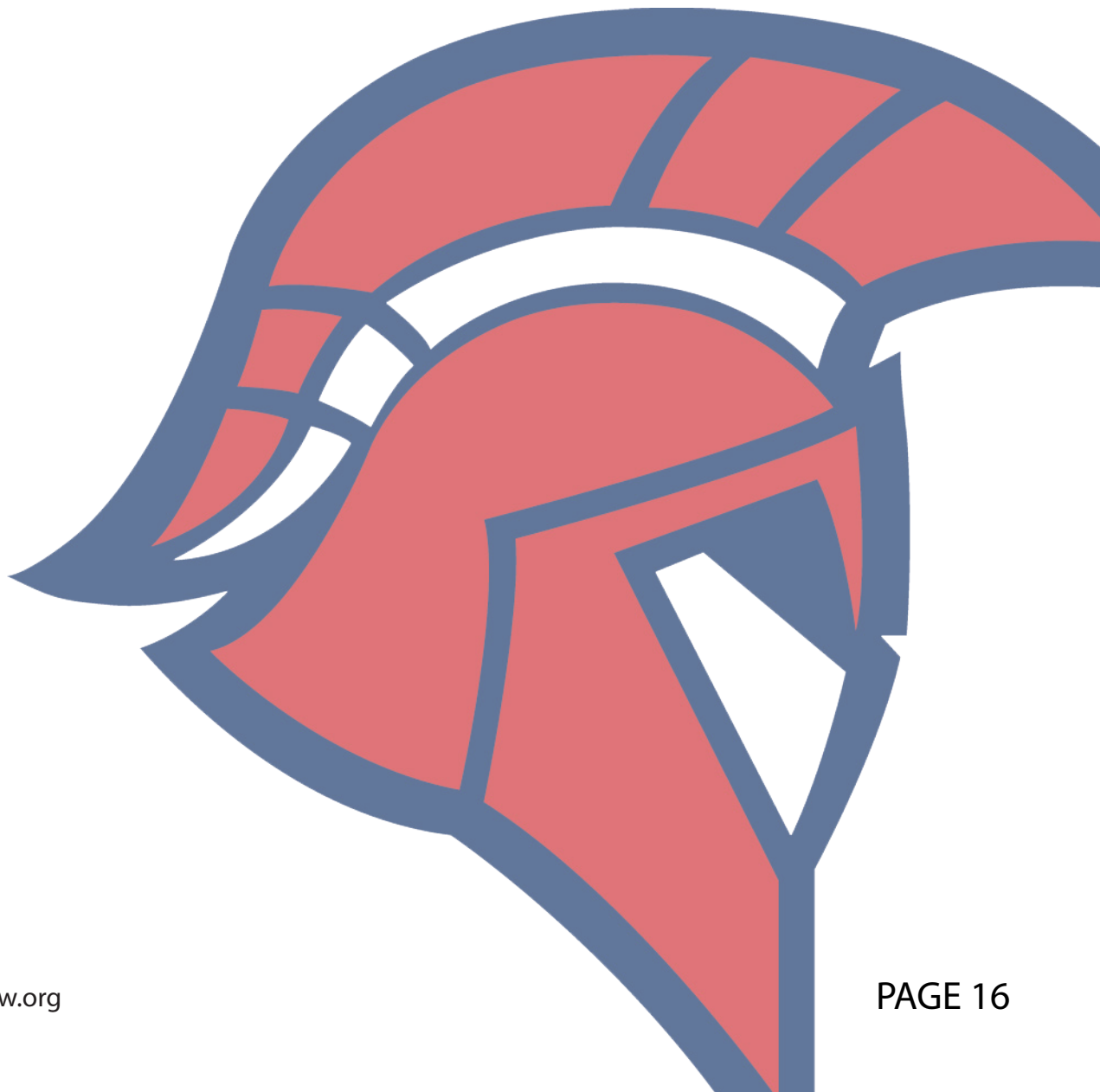
Date

*\*\*\* Please return this form to your school's office by August 17th.*



# Sarpy/ Cass County Health Department

Please [click here](#) to review the process the Sarpy/ Cass Health Department will use as public health recommendations for the screening, exclusion, and re-admittance of ill students and staff for COVID-19 in schools.



# Returning To School FAQs for Families

## What happens if there is a positive case in my child's classroom/school?

When a positive COVID-19 case is confirmed in a school, that individual will be excluded and allowed to return based upon current guidance from Health Department. [Click here](#). Sarpy/ Cass Health Department will work with the school to consider the following questions when determining how that case will impact others in their classroom and/or school building.

- What is the level of community spread outside the school building?
- Was the individual with COVID-19 wearing a mask most of the time?
- Were other students and staff masked who were within 6 feet of the individual with COVID-19 for more than 15 minutes?
- Was the individual with COVID-19 part of a cohort (same group of students) within the building or did they interact with a large number of students and staff throughout their day?
- To what extent is the school community implementing other non-pharmaceutical interventions (hand washing, hand sanitizers, desk shields, etc.)?

## The answers to these questions will help determine:

1. The number of close contacts
2. If the close contacts who are not symptomatic may stay in the classroom
3. The number of other students and staff who will need to be quarantined
4. The amount of time a classroom or school building will need to be shut down

Classroom(s) will be disinfected with EPA approved disinfectants and thoroughly cleaned. Families will receive a communication from the principal regarding any positive COVID-19 cases in any school building and regarding how the health department will respond.

## What if my child/family has a health concern and cannot attend school in person?

Information on eLearning will be available on the district's website by August 3 and emailed to those who express an interest on the eLearning survey. Homeschooling is also an option through the State of Nebraska.



# Returning To School FAQs for Families

## Will masks be required when we return to school on August 18?

- Masks are recommended to be used by students and staff in the classrooms.
- Masks are required on buses, passing periods and transitions while going from place to place in schools.
- When staff and students cannot social distance within the classroom, masks should be worn (i.e. when working 1 on 1 with students or in small groups).

## What if students refuse to wear a mask when it is required?

- Students will not be allowed on buses without a mask. Masks will be available on buses if a student forgets a mask.
- We believe students will meet our expectations to wear a mask. For willful disobedience, discipline for insubordination will occur. A staff member will first work with a student individually before referring to an administrator.

## Am I able to choose the mask that my child wears?

Yes. SPCS will offer each student 5 cloth masks should they need them, 2 of which are adjustable. Families may provide their own masks as well. Masks must follow SPCS dress code policy (located in school's handbook and Board Policy). Masks must not interfere or be disruptive with the educational process or become a distraction for others in the school. Questions about appropriate apparel can be directed to the school principal.

## Can we visit the schools in person?

Once school is in session, we will not be able to accommodate visitors like we have in the past. Lunch guests, classroom volunteers, and other special drop-in guests, guest speakers and/or mentors will not be allowed in the schools until further notice. Parents will be allowed for special meetings such as IEP's and health related meetings.

Meetings can be set up by calling the school's office. Please remember you will need to wear a mask when entering and exiting the building. If a Zoom meeting, telephone call or email can work, we encourage this type of meeting rather than in person.



# Returning To School FAQs for Families

## How will social distancing occur in classrooms? How will the classroom be configured? Will children be able to interact at all?

Room configurations will change to maximize safety. Most of our classrooms are different and they will each be reviewed to social distance as much as possible. Desks will be in rows and facing the front of the room. Clear acrylic desk shields will be on all desks to help with personal protection. Students will still be able to work in small groups and will not be discouraged from speaking, reading, and playing with others, with social distancing as much as possible in mind and emphasized by staff.

## Will students share materials?

- Sharing of personal items and supplies will be limited or not allowed.
- Students' personal items will be separated from other students' personal items.
- Use of any shared classroom materials will be limited and disinfected between uses.

## What will lunchtime or recess look like in my child's school?

- Recesses will take place during the day as normal with procedures in place at each school.
- Social-distancing will be applied to the best of our abilities utilizing traditional and non-traditional eating spaces and staggered eating schedules.
- No self-serve items will be offered.
- All food will be served by gloved and masked employees.
- Students will be allowed to bring lunches from home.
- No sharing of food.
- Hand washing and hand sanitizer will be available for use.
- Principals will send families building-specific lunch plans.

## How will pick up / drop off look at my child's school?

- Social distancing practices should be followed at bus stops and when entering and exiting buildings.
- Students will not congregate at entrance or exit areas. Principals will send families building-specific pick up/ drop off plans at least one week before school begins.
- Students will be asked to put on their masks when they enter and exit the building.
- Parents are asked to stay in or by their vehicle during pick-up/drop off. Preschool will have separate guidance.
- Specific building information regarding pick up and drop off will be communicated by the principal at each school.



# Returning To School FAQs for Families

## What extra cleaning will be done in the schools when students return?

- High-touch surface sanitization will occur throughout each day.
- Hand sanitizer dispensers will be available throughout the school.
- Desks/tables will be cleaned in between student use and periods.
- All shared materials will be wiped down between uses.  
(e.g. books, art supplies, science goggles, etc.).
- Disinfectant sprayers have been purchased by the district and will be rotated throughout the classrooms each evening/ night as an extra precaution.

## Will students be able to take their iPads home in grades K-6?

Yes. Students should take their iPads home everyday so it will be available from home in case the school is shut down for a short period of time due to infections. This will allow the school(s) to continue learning during any short term shut downs.

## Will preschool offer eLearning as an option?

This depends on your child's situation. Please contact Director Jacqui Lucas with questions on this at 402-592-1300 or [jlucas@springfieldplatteview.org](mailto:jlucas@springfieldplatteview.org).



## SPCS Instructional Levels

Instructional Levels	Green Level/LOW (100% students per day) COVID-19 Cases	Yellow Level/MODERATE (100% students per day) COVID-19 spread <b>*CURRENTLY IN THIS PHASE AS OF JULY 21, 2020</b>	Orange Level/HIGH (50% students per day) COVID-19 spread	Red Level/SEVERE (Remote Learning) Significant COVID-19 spread
<b>Virus Status</b>	<ul style="list-style-type: none"> <li>* District works with health department analyzing risks using variables such as number of positive cases, hospitalization rate, and the increase in positive cases from previous rolling averages to make decision on which color district is in.</li> <li>* Few active COVID-19 cases locally.</li> <li>* Risk level corresponds to late level III and level IV of Nebraska Directed Health Measures.</li> <li>* Future statewide, regional, or local DHMs may necessitate additional requirements.</li> </ul>	<ul style="list-style-type: none"> <li>* Movement from Green to Yellow, similar to movement from DHM phase IV/III to phase lower III/II.</li> <li>* Risk level corresponds to phase III and higher II of Nebraska Directed Health Measures.</li> <li>* Robust testing, contact tracing, and containment protocols in place.</li> <li>* Need for continued physical distancing, recommended facial coverings (required on busses).</li> <li>* Mitigation strategies in buildings. *Gathering sizes determined by DHMs.</li> </ul>	<ul style="list-style-type: none"> <li>* Movement from Yellow to Orange; similar to movement from DHM Phase III/II to lower Phase II.</li> <li>* Risk level corresponds to phase III and II of Nebraska Directed Health Measures.</li> <li>* Robust contact tracing, and containment protocols in place.</li> <li>* Need for more social distancing than Yellow, use of facial coverings strongly recommended (required on busses and when transitioning from classroom areas and when social distancing cannot take place.</li> <li>* Gathering sizes limited further by DHMs and by district.</li> <li>* Alternate scheduling in place to further limit social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>* Movement from Orange to Red corresponds to DHMs moving from phase II to phase I.</li> <li>* High level of virus in community spread.</li> <li>* Schools closed to students and possibly staff.</li> </ul>
<b>Protocols in Place</b>	<ul style="list-style-type: none"> <li>* Awareness activities.</li> <li>* Continued emphasis on social distancing, hand-washing, encouraging students and staff to stay home when sick.</li> <li>*Restricting visitors.</li> <li>*Increase cleansing and disinfecting. *Hygiene practices embedded into routines throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>* Awareness activities</li> <li>* Continued emphasis on social distancing, hand-washing, encouraging students and staff to stay home when sick</li> <li>* Restricting visitors.</li> <li>* Increase cleaning and disinfecting.</li> <li>* Hygiene practices embedded into routines throughout the day.</li> <li>* Limiting interschool interactions as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>* Awareness activities.</li> <li>* Continued emphasis on social distancing, hand-washing, encouraging staff and students to stay home when sick.</li> <li>* Restricting visitors.</li> <li>* Continued increase cleaning and disinfecting. *</li> <li>Hygiene practices embedded into school day .</li> <li>* Limiting interschool interactions almost completely.</li> </ul>	<ul style="list-style-type: none"> <li>* Remote, in home learning for students.</li> <li>* See Remote Plan.</li> </ul>
<b>Medically Vulnerable Students and Staff</b>	<ul style="list-style-type: none"> <li>* Systematically review all current plans and surveys from parents and accommodate students with special healthcare needs and update the care plans accordingly to decrease risk of exposure in schools.</li> <li>* May require alternative schooling for severe illness due to COVID-19.</li> <li>* Some staff may require accommodations or alternative placement to limit exposure or risk.</li> </ul>	<ul style="list-style-type: none"> <li>* Systematically review all current plans and surveys from parents and accommodate students with special healthcare needs and update the care plans accordingly to decrease risk of exposure in schools.</li> <li>* May require alternative schooling for severe illness due to COVID-19.</li> <li>* Some staff may require accommodations or alternative placement to limit exposure or risk.</li> </ul>	<ul style="list-style-type: none"> <li>* Systematically review all current plans and surveys from parents and accommodate students with special healthcare needs and update the care plans accordingly to decrease risk of exposure in schools.</li> <li>* May require alternative schooling for severe illness due to COVID-19.</li> <li>* Some staff may require accommodations or alternative placement to limit exposure or risk.</li> </ul>	<ul style="list-style-type: none"> <li>* Learning and support moved to video conferencing and other platforms according to remote learning plan 2020-21.</li> </ul>
<b>Mental and Social Emotional Health of Students and Staff</b>	<p>Establish a district-wide mental health response team utilizing questionnaires, surveys, and direct outreach to build district plan for support in August 2020.</p>	<p>Establish a district-wide mental health response team utilizing questionnaires, surveys, and direct outreach to build district plan for support in August 2020.</p>	<p>Establish a district-wide mental health response team utilizing questionnaires, surveys, and direct outreach to build district plan for support in August 2020.</p>	<p>Establish a district-wide mental health response team utilizing questionnaires, surveys, and direct outreach to build district plan for support in August 2020.</p>

Instructional Levels	Green Level/LOW (100% students per day) COVID-19 Cases	Yellow Level/MODERATE (100% students per day) COVID-19 spread *CURRENTLY IN THIS PHASE AS OF JULY 21, 2020	Orange Level/HIGH (50% students per day) COVID-19 spread	Red Level/SEVERE (Remote Learning) Significant COVID-19 spread
<b>Hybrid/ eLearning Availability</b>	Hybrid, eLearning Available for students whose families choose not to send their student to school for reasons related to COVID-19. Also available for students who are out of school for illness or quarantine. Cameras and microphones will be available in each classroom for live streaming and/or recording and then posting of instruction on Schoology available for communication, classroom resources, and turning in and receiving back assignments. This will be uploaded on a daily basis by teaching staff for each subject area.	Hybrid, eLearning Available for students whose families choose not to send their student to school for reasons related to COVID-19. Also available for students who are out of school for illness or quarantine. Cameras and microphones will be available in each classroom for live streaming and/or recording and then posting of instruction on Schoology available for communication, classroom resources, and turning in and receiving back assignments. This will be uploaded on a daily basis by teaching staff for each subject area.	Hybrid, eLearning Available for students whose families choose not to send their student to school for reasons related to COVID-19. Also available for students who are out of school for illness or quarantine. Cameras and microphones will be available in each classroom for live streaming and/or recording and then posting of instruction on Schoology available for communication, classroom resources, and turning in and receiving back assignments. This will be uploaded on a daily basis by teaching staff for each subject area.	Remote learning and schedule will be setup by each individual school and teacher according to district remote learning plan- 2020-21.
<b>Personal Protective Equipment (PPE's) and Procedures</b>	UV machine in each building for night disinfecting, disinfectant sprayer in each building, clear desk barriers in each building and classroom areas, secretary shields at each reception area, desks spread out as much as possible within each classroom. Directors/Principals will work with specific departments or individual student needs.	UV machine in each building for night disinfecting, disinfectant sprayer in each building, secretary shields in each reception area, desks spread out as much as possible within each classroom (3-6 feet) or 3-6 feet apart at tables. Classroom desks and tables should have all students facing the front of the room in rows. All classroom desks will have clear shields. Directors/ Principals will work with specific departments or individual student needs.	UV machine in each building for night disinfecting, disinfectant sprayer in each building, secretary shields in each reception area, desks spread out as much as possible within each classroom (3-6 feet) or 3-6 feet apart at tables. Classroom desks and tables should have all students facing the front of the room in rows. All classroom desks will have clear shields. Directors/ Principals will work with specific departments or individual student needs.	N/A
<b>Hand Washing Hand Sanitizing</b>	Sanitizer provided in all classrooms and common areas.	Students and staff sanitize their hands upon entering the building (i.e.- first classroom a student enters), entering and exiting individual classrooms, entering & exiting cafeteria (70% alcohol).	Students and staff sanitize their hands upon entering the building (i.e.- first classroom a student enters), entering and exiting individual classrooms, entering & exiting cafeteria (70% alcohol).	N/A
<b>Touch Surface Cleaning</b>	Desks cleaned between each period, elementary transitions - door handles cleaned each period, restrooms cleaned during the day and in the evening. (EPA standard and approved disinfectants for schools)- Custodial cleaning checklist.	Desks cleaned between each period, elementary transitions - door handles cleaned each period, restrooms cleaned during the day and in the evening. (EPA standard and approved disinfectants for schools)- Custodial and staff cleaning checklists.	Desks cleaned between each period, elementary transitions - door handles cleaned each period, restrooms cleaned during the day and in the evening. (EPA standard and approved disinfectants for schools)- Custodial and staff cleaning checklists.	If building is shut down, a deep disinfecting and cleaning will be conducted by district according to health department guidance.
<b>Masks/ Face Coverings</b>	Students and staff are recommended to wear masks in the classroom, per state and county health department recommendations. Masks are required during passing periods and transition times. Masks should be worn by staff and students when not able to social distance. Masks should be worn by staff when working within close range of students. Masks are required on buses.  Secretaries and Nurses are provided KN95 masks/ face shields for working with symptomatic people. Nurses also provided mocks, gloves, and eye protection.	Students and staff are recommended to wear masks in the classroom, per state and county health department recommendations. Masks are required during passing periods and transition times. Masks should be worn by staff and students when not able to social distance. Masks are required when in close proximity to a staff member and when requested by a staff member. Masks are required on buses.  Secretaries and Nurses are provided KN95 masks/ face shields for working with symptomatic people. Nurses also provided mocks, gloves, and eye protection.	Students and staff are recommended to wear masks in the classroom, per state and county health department recommendations. Masks are required during passing periods and transition times. Masks should be worn by staff and students when not able to social distance. Masks are required when in close proximity to a staff member and when requested by a staff member. Masks are required on buses.  Secretaries and Nurses are provided KN95 masks/ face shields for working with symptomatic people. Nurses also provided mocks, gloves, and eye protection.	Staff are required to use when unable to social distance when in buildings.

Instructional Levels	Green Level/LOW (100% students per day) COVID-19 Cases	Yellow Level/MODERATE (100% students per day) COVID-19 spread *CURRENTLY IN THIS PHASE AS OF JULY 21, 2020	Orange Level/HIGH (50% students per day) COVID-19 spread	Red Level/SEVERE (Remote Learning) Significant COVID-19 spread
		The Board of Education and/or the superintendent may decide conditions are present for required masks throughout the school day.	The Board of Education and/or the superintendent may decide conditions are present for required masks throughout the school day.	
<b>Pre Screening for Students</b>	Parents daily screen children at home for temperature, runny nose, cough, and other symptoms. Students do not report to school if symptomatic, call medical professional.	Parents daily screen children at home for temperature, runny nose, cough, and other symptoms. Students do not report to school if symptomatic, call medical professional. Staff may perform screenings on students who appear to not be feeling well.	Parents daily screen children at home for temperature, runny nose, cough, and other symptoms. Students do not report to school if symptomatic, call medical professional. Staff may perform screenings on students who appear to not be feeling well.	N/A
<b>Pre Screening for Employees</b>	Staff self screen at home for temperature, runny nose, cough and other symptoms.	Staff self screen at home for temperature, runny nose, cough and other symptoms.	Staff self screen at home for temperature, runny nose, cough and other symptoms.	If staff allowed in building, staff self screen at home for temperature, runny nose, cough and other symptoms.
<b>Busing</b>	Students are assigned seats and required to wear masks, driver and supervisor also required to wear mask.  Surfaces are enhanced cleaned daily according to transportation contract with district.	Students are assigned seats and required to wear masks, driver and supervisor also required to wear mask.  Surfaces are enhanced cleaned daily according to transportation contract with district.	Students are assigned seats and required to wear masks, driver and supervisor also required to wear mask.  Surfaces are cleaned daily according to transportation contract with district.	Bus Routes will not be in place during closure
<b>Water Fountains</b>	No mouth drinking from fountains-Water fountains are turned off.	No mouth drinking from fountains-Water fountains are turned off.  Water bottles are provided by students and families and can be filled using touchless water dispensers in schools- they are to be taken home and cleaned daily.	No mouth drinking from fountains-Water fountains are turned off.  Water bottles are provided by students and families and can be filled using touchless water dispensers in schools- they are to be taken home and cleaned daily.	N/A
<b>Cafeteria / Meals</b>	Social Distancing in cafeteria as much as possible/ clear dividers for use in cafeteria.	Social Distancing in cafeteria as much as possible/ clear dividers for use in cafeteria.  No self service lunches or long lines in lunchroom- any lines must include social distancing procedures- elementary schools should try and keep classes together as a cadre at lunches, recesses, etc.- seat assignments in secondary level.	Social Distancing in cafeteria as much as possible/ clear vinyl dividers for use in cafeteria.  No self service lunches or long lines in lunchroom- any lines must include social distancing procedures- elementary schools should try and keep classes together as a cadre at lunches, recesses, etc.- seat assignments at secondary level.	Meal Assistance - Grab N Go meals available for all students.
<b>Schedules/ Passing/ Transition Periods</b>	Four period block daily scheduling at secondary level/ staggered transitions as much as possible to avoid larger crowds in hallways/ one way student travel in hallways as much as possible.	Four period block daily scheduling at secondary level/ staggered transitions as much as possible to avoid larger crowds in hallways/ one way student travel in hallways as much as possible.	Four period block daily scheduling at secondary level/staggered transitions as much as possible to avoid larger crowds in hallways/ one way student travel in hallways as much as possible.	N/A
<b>School Calendar</b>	Follow typical school calendar.	Follow typical school calendar.	Only 50% of students allowed in school buildings- Alternate Day Schedule based on A/B Day Schedule, 3/2 model- Info to be released to parents ahead of any changes made from Yellow to Orange.	Follow typical school calendar.
<b>Building Engineering</b>	Make sure ventilation is at a proper level. Regular filter changes, etc.	Make sure ventilation is at a proper level. Frequent filter changes, etc.; review options for air flow enhancements where necessary. Classroom windows should be open when weather makes it feasible. Classroom doors should be open.	Make sure ventilation is at a proper level. Regular filter changes, etc.; review options for air flow enhancements where necessary. Classroom windows should be open when weather makes it feasible. Classroom doors should be open.	N/A

Instructional Levels	Green Level/LOW (100% students per day) COVID-19 Cases	Yellow Level/MODERATE (100% students per day) COVID-19 spread *CURRENTLY IN THIS PHASE AS OF JULY 21, 2020	Orange Level/HIGH (50% students per day) COVID-19 spread	Red Level/SEVERE (Remote Learning) Significant COVID-19 spread
<b>Positive Cases and Response</b>	District will work with Health Dept. Officials to communicate any positive COVID-19 cases within a school building to parents and directly contact any parents of students who may have been exposed. Parents should report any positive COVID-19 cases of students and family members to the county health department and/or school. The Sarpy/ Cass Health Department will make decision on if an individual classroom is shut down or if the whole school building is shut down for a period of time based on each occurrence. If buildings are shut down, remote learning will take place until building can reopen. For this reason, students should take home iPad devices each day.	District will work with Health Dept. Officials to communicate any positive COVID-19 cases within a school building to parents and directly contact any parents of students who may have been exposed. Parents should report any positive COVID-19 cases of students and family members to the county health department and/or school. The Sarpy/ Cass Health Department will make decision on if an individual classroom is shut down or if the whole school building is shut down for a period of time based on each occurrence. If buildings are shut down, remote learning will take place until building can reopen. For this reason, students should take home iPad devices each day.	District will work with Health Dept. Officials to communicate any positive COVID-19 cases within a school building to parents and directly contact any parents of students who may have been exposed. Parents should report any positive COVID-19 cases of students and family members to the county health department and/or school. The Sarpy/ Cass Health Department will make decision on if an individual classroom is shut down or if the whole school building is shut down for a period of time based on each occurrence. If buildings are shut down, remote learning will take place until building can reopen. For this reason, students should take home iPad devices each day.	N/A
<b>Entering/exit building</b>	Social Distancing practices will be in place for entering / exiting the building. Limited, designated entries/ exits at each building. Staff will be monitoring arrival and dismissal to discourage congregating inside and outside the building before and after school.	Social Distancing practices will be in place for entering / exiting the building. Limited, designated entries/ exits at each building. Staff will be monitoring arrival and dismissal to discourage congregating inside and outside the building before and after school.	Social Distancing practices will be in place for entering / exiting the building. Limited, designated entries/ exits at each building. Staff will be monitoring arrival and dismissal to discourage congregating inside and outside the building before and after school.	N/A
<b>Response to sick students in school building (for symptoms associated with COVID-19)</b>	Student will have designated area to quarantine with mask (unless developmentally inappropriate or unable to do so for medical reasons) at school until parent arrives to transport. Cleaning procedures implemented for students or adults that become sick in a classroom during the school day. Parents will come pick up or student is released according to parent. Please see Sarpy/ Cass Health Dept. guidance in reopening plan. If a positive case of COVID-19 occurs, a letter will be sent to those that may have been directly exposed and to district parents. Health Dept. to determine possible quarantine requirements of student(s) and staff and areas of school or the school building as a whole could be shut down for a determined length of time. The district will follow all health department recommendations for exclusion and re-admittance of students and staff for COVID-19 in schools.	Student will have designated area to quarantine with mask (unless developmentally inappropriate or unable to do so for medical reasons) at school until parent arrives to transport. Cleaning procedures implemented for students or adults that become sick in a classroom during the school day. Parents will come pick up or student is released according to parent. Please see Sarpy/ Cass Health Dept. guidance in reopening plan. If a positive case of COVID-19 occurs, a letter will be sent to those that may have been directly exposed and to district parents. Health Dept. to determine possible quarantine requirements of student(s) and staff and areas of school or the school building as a whole could be shut down for a determined length of time. The district will follow all health department recommendations for exclusion and re-admittance of students and staff for COVID-19 in schools.	Student will have designated area to quarantine with mask (unless developmentally inappropriate or unable to do so for medical reasons) at school until parent arrives to transport. Cleaning procedures implemented for students or adults that become sick in a classroom during the school day. Parents will come pick up or student is released according to parent. Please see Sarpy/ Cass Health Dept. guidance in reopening plan. If a positive case of COVID-19 occurs, a letter will be sent to those that may have been directly exposed and to district parents. Health Dept. to determine possible quarantine requirements of student(s) and staff and areas of school or the school building as a whole could be shut down for a determined length of time. The district will follow all health department recommendations for exclusion and re-admittance of students and staff for COVID-19 in schools.	N/A
<b>Extracurricular activities</b>	NSAA Guidelines will be followed for all extracurricular activities.	NSAA Guidelines will be followed for all extracurricular activities.	NSAA Guidelines will be followed for all extracurricular activities.	NSAA Guidelines will be followed for all extracurricular activities- more than likely canceled.
<b>Facility usage by outside organizations</b>	Facility use can go on per typical district policies.	Daycares that operate in school facilities will follow state DHM guidance.	Daycares that operate in school facilities will follow state DHM guidance.	No Facility Usage, KidsCare to follow state and health dept. guidelines, which could

Instructional Levels	Green Level/LOW (100% students per day) COVID-19 Cases	Yellow Level/MODERATE (100% students per day) COVID-19 spread *CURRENTLY IN THIS PHASE AS OF JULY 21, 2020	Orange Level/HIGH (50% students per day) COVID-19 spread	Red Level/SEVERE (Remote Learning) Significant COVID-19 spread
		Follow guidelines from local/state health and district requirements for outside usage of facilities.	No outside group facility usage.	include closure.
<b>Gatherings and Non-Essential Assemblies and Events</b>	Allowed per Directed Health Measures.	Restricted. No assemblies or events with crowds allowed inside school building unless approved student activities per NSAA guidelines.	Restricted. No assemblies or events with crowds allowed inside school building unless approved student activities per NSAA guidelines.	No events or students allowed on campus.
<b>Common Space Use (i.e. hallways, commons, restrooms, cafeteria, playground)</b>	Common Space may be used per typical building expectations.	Utilization of common space needs to be scheduled with principals to ensure social distancing and proper cleaning.	Utilization of common space needs to be scheduled with principals to ensure social distancing and proper cleaning.	Buildings shut down to all students and visitors. Staff are in buildings and work from their assigned areas.
<b>Pick-up / Drop Off of Students</b>	Pick up and drop off will follow typical building expectations.	No congregating at entrance or exit area while waiting for students/parents/ busses. Social Distancing practices should be followed. Designated entry and exit points at each school.  Parents are encouraged to stay in or by their vehicle during pick-up and drop off.	No congregating at entrance or exit area while waiting for students/parents/ busses, Social Distancing practices should be followed. Designated entry and exit points at each school.  Parents are encouraged to stay in or by their vehicle during pick-up and drop off.	N/A
<b>Classroom Materials and Sharing</b>	Limit sharing of classroom materials, supplies, and personal property.	Limit sharing of classroom materials, supplies, and personal property. Any shared materials must be cleaned after each use.	No sharing of classroom materials, supplies, and personal property.	N/A
<b>Visitors at School</b>	Visitor expectations will follow school handbook and district policy- visitors limited to extenuating circumstances and activities.	Limited outside visitors during school day- may drop-off needed items for student. Parents should make appointment if important situation. Zoom or telephone meetings encouraged.  For all students, all cases (i.e. student has an appointment, is ill, or needs to leave early) parents will call when they arrive at the building and the student will be released.  **This excludes scenarios such as, discipline related occurrences or student meetings / conferences, IEP's, MDT's. (parents are allowed to be in the building at these times).	Limited outside visitors during school day- may drop-off needed items for student. Parents should make appointment if important situation. Zoom or telephone meetings encouraged.  For all students, all cases (i.e. student has an appointment, is ill, or needs to leave early) parents will call when they arrive at the building and the student will be released.  **This excludes scenarios such as, discipline related occurrences or student meetings / conferences, IEP's, MDT's. (parents are allowed to be in the building at these times).	No visitors allowed at school during remote learning.  **This excludes scenarios such as, discipline related occurrences and student meetings / conferences, IEP's, MDT's. (parents are allowed to be in the building at these times).
<b>Travel (Students)</b>	No Travel Bans, unless provided guidance from the Health Department.	Travel restrictions set by Health officials - DHM guidance.	Travel restrictions set by Health officials - DHM guidance.	Travel restrictions set by Health officials - DHM guidance.
<b>Travel (Employees)</b>	No Travel Bans, unless provided other guidance from the Health Department.	Travel restrictions set by Health officials - DHM guidance.	Travel restrictions set by Health officials - DHM guidance.	Within Nebraska and out of state: Travel restrictions set by Health officials - DHM guidance.
<b>Professional Development</b>	No Travel Bans, unless provided other guidance from the Health Department.	None outside of district.	None outside of district.	Online only.

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
    - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
    - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
  3. Expulsion:
    - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
    - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
  - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
  - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
  - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
    - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
    - b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make

temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or

- had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
  15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  16. Willfully violating the behavioral expectations for riding school buses or vehicles.
  17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
  18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and 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.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.

- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

## 2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student’s level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) “Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
    - (a) Tests (includes tests, quizzes and other examinations or academic performances):
      - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
      - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
      - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
      - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
      - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit.

Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
  - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following

rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may

include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of

unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law

enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

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

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

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: September 14, 2020

Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

Legal Reference:

NDE Rule 10.01, 10.5.02, 10.9 and 10.10

Date of Adoption: September 14, 2020

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

Springfield Platteview Community Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Springfield Platteview Community Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of The District intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** The District is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational

environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

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

Date of Adoption: September 14, 2020

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
  - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
  - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
    - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees

sending or receiving such communications may delete them immediately without obtaining approval.

- ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
  - iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
- i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race, 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; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
  - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging

is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

- iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

#### 4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

#### 5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

#### 6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference:     Neb. Rev. Stat. Sections 84-712 through 84-712.09  
                          Neb. Rev. Stat. Sections 84-1201 to 84-1227  
                          Laws 2010, LB 742  
                          State Records Administrator Guidelines:  
                              Schedule 10: Records of Local School Districts (Feb. 1989)  
                              Schedule 24: Local Agencies General Records (March 2005)  
                              Electronic Imaging Guidelines (March 2003)

Date of Adoption:     September 14, 2020

Personnel - All Employees

Equal Opportunity Employment

Springfield Platteview Community Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

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

Date of Adoption: September 14, 2020

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

Springfield Platteview Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

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

Students: Jacci Lucas, Director of Student Services, 14801 S. 108<sup>th</sup> St., Springfield, NE 68059 (402)592-1300 (jlucas@springfieldplatteview.org)

Employees and Others: Jacci Lucas, Director of Student Services, 14801 S. 108<sup>th</sup> St., Springfield, NE 68059 (402)592-1300 (jlucas@springfieldplatteview.org)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> 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](mailto:ocr.kansascity@ed.gov).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

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

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is

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

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

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

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

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

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

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

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

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

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

## **2. Anti-retaliation:**

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

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

## **3. Grievance (or Complaint) Procedures:**

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

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

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

*i. Level 1 (Investigation and Findings):*

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

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

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

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

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

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

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

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

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

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

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary,

and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

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

**4. Confidentiality:**

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

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

**5. Training:**

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

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to

complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

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

**7. Preventive Measures:**

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

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

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

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

Date of Adoption: September 14, 2020

### **Notice of Nondiscrimination**

Springfield Platteview Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Jacci Lucas, Director of Student Services, 14801 S. 108<sup>th</sup> St., Springfield, NE 68059 (402)592-1300 ([jlucas@springfieldplatteview.org](mailto:jlucas@springfieldplatteview.org))

Employees and Others: Jacci Lucas, Director of Student Services, 14801 S. 108<sup>th</sup> St., Springfield, NE 68059 (402)592-1300 ([jlucas@springfieldplatteview.org](mailto:jlucas@springfieldplatteview.org))

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the 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](mailto:ocr.kansascity@ed.gov).

**Complaint Form  
Discrimination, Harassment or Retaliation**

Springfield Platteview Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

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

The applicable coordinator may be contacted if you have questions about filling out this complaint form:  
Students: Jacci Lucas, Director of Student Services, 14801 S. 108<sup>th</sup> St., Springfield, NE 68059 (402)592-1300 (jlucas@springfieldplatteview.org)  
Employees and Others: Jacci Lucas, Director of Student Services, 14801 S. 108<sup>th</sup> St., Springfield, NE 68059 (402)592-1300 (jlucas@springfieldplatteview.org)

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

(1) Description of the complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(2) Names of any witnesses to the matter being complained about: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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

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

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

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

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Personnel - Certificated EmployeesStandards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to “educator” shall include all certificated employees of the District.

**Preamble**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

**Principle I - Commitment as a Professional Educator:**

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of sex, disability, race, 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.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Superintendent any known violation of these standards.
10. Shall seek no reprisal against any individual who has reported a violation of these standards.

**Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.
8. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

**Principle III - Commitment to the Public:**

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

**In fulfillment of the obligation to the public, the educator:**

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

**Principle IV - Commitment to the Profession:**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

**In fulfillment of the obligation to the profession, the educator:**

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

**Principle V - Commitment to Professional Employment Practices:**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

**In fulfillment of the obligation to professional employment practices, the educator:**

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.
5. Shall not assign to unqualified personnel tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. Sections 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: September 14, 2020

PersonnelStandards of Performance for Non-Certified Employees

In fulfillment of the employee's minimum responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not harass in any manner students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.
8. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.
9. Shall not discipline students using corporal punishment.
10. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.
11. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee's personal and institutional views.
12. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee's supervisor.
13. Shall seek no reprisal against any individual who has reported a violation of these standards.

Date of Adoption: September 14, 2020

## Students

### Admission Requirements

#### Minimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

#### Early Admission to Kindergarten:

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

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
  1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
  2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
  3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
  4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by

reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administration.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, 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 of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such

biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

#### Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

#### Military Families

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

Legal Reference:     Neb. Rev. Stat. Sections 43-2001 to 43-2012  
                          Neb. Rev. Stat. Sec. 79-214  
                          Neb. Rev. Stat. Sections 79-217 to 79-223  
                          Neb. Rev. Stat. Sec. 79-266.01  
                          173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption:    September 14, 2020

StudentsExtracurricular Activity**Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under

the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled

substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations.**

#### Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

**Drugs and Alcohol.**

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or

permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
  - c. If a hearing is requested:

- i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
  - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

**Section 4 Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a part of the student’s grade requirements.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: September 14, 2020

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

The Springfield Platteview Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Springfield Platteview Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Jacci Lucas, Director of Student Services, 14801 S. 108<sup>th</sup> St., Springfield, NE 68059 (402)592-1300 (jlucas@springfieldplatteview.org)

Employees and Others: Jacci Lucas, Director of Student Services, 14801 S. 108<sup>th</sup> St., Springfield, NE 68059 (402)592-1300 (jlucas@springfieldplatteview.org)

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

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

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

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

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

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

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

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

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

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

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial

investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

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

**2. Anti-retaliation:**

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

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

**3. Grievance (or Complaint) Procedures:**

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

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

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

*i. Level 1 (Investigation and Findings):*

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

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

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the

alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

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

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

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

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

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

*ii. Level 2 (Appeal to the Superintendent):*

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

*iii. Level 3 (Appeal to the Board):*

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

The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

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

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

**5. Training:**

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

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

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

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

Date of Adoption: September 14, 2020

**Complaint Form  
Discrimination, Harassment or Retaliation**

Springfield Platteview Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

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

The applicable coordinator may be contacted if you have questions about filling out this complaint form:  
Students: Jacci Lucas, Director of Student Services, 14801 S. 108<sup>th</sup> St., Springfield, NE 68059 (402)592-1300 (jlucas@springfieldplatteview.org)  
Employees and Others: Jacci Lucas, Director of Student Services, 14801 S. 108<sup>th</sup> St., Springfield, NE 68059 (402)592-1300 (jlucas@springfieldplatteview.org)

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

(1) Description of the complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(2) Names of any witnesses to the matter being complained about: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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

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

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

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

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Page 1 of 1

StudentsSearch and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

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

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable. A personal safety or security device (such as a taser, mace or pepper spray) not previously approved by the Administration constitutes a “dangerous weapon.”
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04 (firearms)

Date of Adoption: September 14, 2020

StudentsSafe Pupil Transportation Plan**Springfield Platteview Community Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in vehicles on regular routes assigned through the district transportation plan.

1. **Weapons.** Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the District. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to contact from a cell phone (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
  - B. Pull vehicle over to safe and secure area.
  - C. Confiscate weapon (if doing so does not jeopardize student or driver safety).
  - D. Give description of weapon and participating parties to dispatch.
  - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior.** Students are expected to follow student conduct rules while in a vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student violates Board policy regarding student conduct standards or otherwise engages in behavior that jeopardizes safety, the driver will make every attempt to:
    - A. First seek to resolve incident through discussion with the student(s) involved.
    - B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
    - C. Activate emergency flashers.

- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
  - E. Report and document discipline problems to the school administrator. Use a Bus Conduct Report/Incident Form, if available.
3. **Terrorist threats.** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or the vehicle or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
  - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
  - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  - D. Driver should wait for instructions from dispatch *if possible*.
4. **Severe weather.** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
  - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
  - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
  - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials and Unattended Items.** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Pull vehicle over to safe and secure area.
  - C. Give description of hazardous materials in question to dispatch.
  - D. Dispatch will immediately notify appropriate law enforcement and school administration.
  - E. Driver should wait for instructions from dispatch *if possible*.

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention to the task of operating the vehicle.

6. **Medical emergencies.** Upon becoming aware of a medical emergency aboard a vehicle, the driver will make every attempt to:
  - A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
  - B. Dispatch will immediately notify appropriate medical agencies and school administration.
  - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
  - D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
  - E. Driver should try to keep student passengers as calm as possible.
  
7. **Procedures in the event of mechanical breakdowns of the vehicle.** Upon becoming aware of a mechanical breakdown aboard a vehicle, the driver will make every attempt to:
  - A. Pull vehicle over to safe and secure area *if possible*.
  - B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
  - D. Driver should try to keep student passengers as calm as possible.
  - E. Dispatch will arrange for assistance and a relief vehicle *if needed*.
  
8. **Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:
  - A. Contact or otherwise communicate with dispatch to notify them of the situation *if possible*.

- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
  - C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.
9. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.
10. **Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
11. **Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.
12. **Vehicle drivers of small vehicles on activity trips.** The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this Plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.
13. **Student Instruction.** At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.
14. **Driver Capacity.** To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation

training; and (d) if required, to have a Commercial Driver's License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent's designee will work with the driver to confirm a drivers' ability to conduct the daily tasks and emergency evacuations prior to transporting students.

Legal Reference: Neb. Rev. Stat. Sec. 79-318, 79-602, 79-607 and 79-608  
Title 92, Nebraska Administrative Code, Chapters 91 and 92

Date of Adoption: September 14, 2020

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Date of Adoption: September 14, 2020

InstructionCeremonies, Observances, and the Pledge of Allegiance

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the Superintendent 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, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session. In addition, appropriate exercises may be held for Flag Day and State Fire Day.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Legal Reference: Neb. Rev. Stat. Sections 79-705; 79-707, 79-708, 79-724; and NDE Rule 10  
70 Federal Register 55507 (Constitution Day)

Date of Adoption: September 14, 2020

## **Concussions: Return to Learn Protocol**

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 [Name] Public Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” (2nd Edition)<sup>1</sup> and accompanying Appendix,<sup>2</sup> as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

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.

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<sup>1</sup> <https://cdn.education.ne.gov/wp-content/uploads/2019/08/Return-to-Learn-Bridging-the-Gap-7.31.2019.pdf>

<sup>2</sup> <http://www.education.ne.gov/sped/birsst/Concussion%20Appendix%20final%20February%202014.pdf>.

Instruction

Equal Opportunity: Instruction Program

The school district pledges itself to avoid discriminatory actions, and seeks to foster good human and educational relations which help to attain:

1. Equal rights and opportunities for students and employees in the school community.
2. Equal opportunity for all students to participate in the instructional program of the schools.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Frequent training opportunities for improving staff responsiveness to educational and social needs.
5. Opportunities in educational programs which are broadly available to pupils which are not solely based upon sex, disability, race, 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,

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New Construction and Improvements to Existing BuildingsDesign-Build Under the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Sec. 13-2901 et seq.

1. **Introduction:** The School District is authorized to enter into Design-Build Contracts for School District construction projects by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901 et seq. (the “Act”). Pursuant to the Act, the Board of Education hereby adopts the following policies for entering into a Design-Build Contract and the general terms of such contract.

2. **Terms Defined:**

A. “Design-Build Contract” means a contract developed under the terms and conditions of this policy which is subject to qualification-based selection between the School District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a construction project pursuant to the Act, and (b) labor, materials, supplies, equipment, and construction services for a construction project pursuant to the Act.

B. “Design-Builder” means the legal entity which proposes to enter into a Design-Build Contract pursuant to the Act and this policy.

C. “Letter of Interest” means a statement indicating interest to enter into a Design-Build Contract for a project pursuant to the Act and this policy.

D. “Performance-Criteria Developer” means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Sections 81-3401 et seq., who is selected by the School District to assist the School District in the development of Construction Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a Design-Build Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the School District to represent its interests in relation to a construction project.

E. “Project Performance Criteria” means the performance requirements of the construction project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the construction project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the construction project.

F. “Proposal” means an offer in response to a Request for Proposals by a Design-Builder to enter into a Design-Build Contract for a School District construction project pursuant to the Act and this policy.

G. “Qualification-Based Selection Process” means a process of selecting a Design-Builder based first on the qualifications of the Design-Builder and then on the Design-Builder’s proposed approach to the design and construction of the School District construction project.

H. “Request for Letters of Interest” means the documentation or publication by which the School District solicits Letters of Interest.

I. “Request for Proposals” means the documentation by which the School District solicits Design-Builder Proposals.

3. ***Board Selection of Design-Build Method and Process and Direction to Prepare Request for Proposals:*** The Board of Education of the School District shall adopt a resolution to select the Design-Build under the Act as the method and process of construction delivery of the specific project and authorize and direct the School District Administration in conjunction with the Performance-Criteria Developer retained for the specific project to prepare a Request for Proposals in accordance with the Act and this policy. The resolution shall require the affirmative vote of at least two-thirds (2/3rds) of the Board of Education.

4. ***Procedures for Selecting and Hiring a Performance-Criteria Developer:*** Prior to proceeding with any School District construction project using the Design-Builder method under the Act, the School District shall retain the services of a Performance-Criteria Developer under the following procedures:

A. In the event that the estimated fee for the professional services of a Performance-Criteria Developer is less than Forty Thousand Dollars (\$40,000), the School District shall informally solicit proposals or statements of qualifications from persons licensed or organizations issued a certificate of authorization to practice architecture or engineering pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., and select a Performance-Criteria Developer that, in the sole opinion of the School District, is best suited to the specific School District construction project. The School District shall negotiate and enter into a written Performance-Criteria Developer contract with the selected person/firm.

B. In the event that the estimated fee for the professional services of a Performance-Criteria Developer exceeds Forty Thousand Dollars (\$40,000), the School District shall select a Performance-Criteria Developer based on the following procedures, which are to be consistent with the Nebraska Consultants’ Competitive Negotiation Act, Neb. Rev. Stat. Section 81-1700 et seq.

(1) Public notice of a request for qualifications for the position of Performance-Criteria Developer shall be given in a manner consistent with School District policy. In addition, known persons and/or firms engaged in the lawful practice of their profession who desire to provide professional services will be encouraged to submit a proposal or statement of qualifications.

(2) Proposals or statements of qualifications shall be objectively evaluated and discussions with qualified persons/firms shall be conducted regarding the person's/firm's qualifications, approach to the project, and ability to furnish the services of performance-criteria developer. If necessary, person(s)/firm(s) may be asked to provide public presentations.

(3) Qualified persons/firms shall be ranked in order of preference after considering such factors as (i) the ability of professional personnel, (ii) past performance, (iii) willingness to meet time and budget requirements, (iv) location, recent, current and projected workloads of the persons/firms, and (v) the volume of work previously awarded to the person/firm.

(4) The School District shall attempt to negotiate a Performance-Criteria Developer contract with the highest ranked qualified person/firm and may enter into a Performance-Criteria Developer contract after negotiations. If the School District is unable to negotiate a satisfactory contract with the highest ranked person/firm, the [Name] Public School District may terminate negotiations with that person/firm. The [Name] Public School District may then undertake negotiations with the second highest ranked person/firm and may enter into a performance-criteria developer contract after negotiations. If the Board of Education is unable to negotiate a satisfactory contract with the second highest ranked person/firm, the Board may undertake negotiations with the third highest ranked person/firm, if any, and may enter into a performance-criteria developer contract after negotiations.

C. The procedures in subparagraphs A and B above shall include the requirement that the Performance-Criteria Developer (a) is a person licensed or an organization issued a certificate of authorization to practice architecture or engineering in the State of Nebraska pursuant to the Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., (b) is ineligible to be included as a provider of any services in a Proposal as a Design-Builder for the construction project on which it has acted as Performance-Criteria Developer, and (c) is not employed by or does not have a financial or other interest in a Design-Builder who will submit a Proposal.

D. The Procedure shall also provide that the Performance-Criteria Developer shall assist the School District in the development of project Performance Criteria, Letters of Interest, Requests for Proposals, evaluation of the Proposals, evaluation of design and construction under the Design-Build Contract to determine adherence to the Performance Criteria, and any additional services requested by the School District to represent its interests in relation to the construction project.

5. ***Procedures for the Preparation and Content of Request for Letters of Interest and Procedures and Standards to be Used to Prequalify Design-Build Candidates:*** The School District shall prepare and issue a Request for Letters of Interest for the position of Design-Builder under the Act and in accordance with this section and shall prequalify Design-Builders on the basis of Letter of Interest responses received from such firms submitted in accordance with this section.

A. The Request for Letters of Interest shall be (a) published in a newspaper of general circulation within the School District at least thirty (30) days prior to the deadline for receiving Letters of Interest and (b) sent by first-class mail to any Design-Builder upon request.

B. The Request for Letters of Interest shall include, at a minimum, a description the School District construction project in sufficient detail to permit a Design-Builder to submit a Letter of Interest, which may include a description of the scope and nature of the construction project, the project site, the schematic design (if any has been prepared), the preliminary project schedule and estimated budget.

C. Letters of Interest shall be reviewed by the School District, in consultation with the Performance-Criteria Developer. The School District will evaluate prospective Design-Builders based on the information submitted to the School District in the Letters of Interest.

D. The School District shall select as prequalified at least three (3) prospective Design-Builders who submitted Letters of Interest; provided that if only two (2) Design-Builders have submitted Letters of Interest, the School District shall select as prequalified at least two (2) prospective Design-Builders. The selected Design-Builders then shall be considered prequalified and eligible to receive a Request for Proposals.

6. ***Procedures for the Preparation and Content of Request for Proposals:*** The School District shall prepare the Request for Proposals for the position of Design-Builder under the Act and in accordance with this section. The Request for Proposals shall be sent only to the prequalified Design-Builders. At least thirty (30) days prior to the deadline for receiving and opening Proposals, notice of the Request for Proposals shall be published in a newspaper of general circulation within the School District and filed with the State Department of Education. The Request for Proposals shall include, at a minimum, the following components:

A. The Notice of the Request for Proposals.

B. An Invitation to submit Proposals. Such invitation shall (1) identify the School District as the project owner, (2) contain the day and hour upon which such Proposals are due and shall be received; (3) that Proposals shall be sealed; (4) that Proposals shall not be opened until expiration of the time allowed for submitting Proposals; and (5) the hour at which such Proposals shall be opened in the presence of the proposers, or representatives of the proposers.

C. These Policies adopted by the School District;

D. A project statement, which contains information about the scope and nature of the project, the project site, the schedule, and the estimated construction budget and other budget parameters.

E. The Project Performance Criteria.

F. Instructions to prospective Design-Builder firms, which shall state that the following requirements, at a minimum, must be contained in any submitted Proposal:

(1) A description of the Design-Builder's project team and organization of such team;

(2) Fee proposal, if required by the School District as part of the Request for Proposals;

(3) A description of the limitations, if any, on expenses to be reimbursed;

(4) Proof of insurance coverage and bonding required by law and the Construction Manager at Risk Contract;

(5) A written statement of the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;

(6) A written acknowledgement that the Design-Builder agrees to the following conditions:

(i) an architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;

(ii) at the time of the design-build offering, the Design-Builder will furnish to the School District a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;

(iii) the architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the School District;

(iv) a Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will (a) comply with the Engineers and Architects Regulation Act by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and (c) the rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the Engineers and Architects Regulation Act and rules and regulations adopted under the act;

G. Information of pre-Proposal conference, if any required, and attendance requirements at such conference.

H. Proposal procedures, including:

(1) Questions and clarification or interpretations of the Proposal documents;

- (2) Method of handling addenda to Proposal documents;
- (3) Procedure for modification or withdrawal of Proposals;
- (4) Proposal due date and opening including date, time, location and methods of submittal of Proposals;

I. Evaluation procedure, including the criteria for evaluation of Proposals, the relative weight of each criterion, the interview process, the contract negotiation process and the contract execution process.

J. The proposed Agreement between the School District and the Design-Builder, including General Conditions of the Contract for Construction. Such Agreement may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding.

K. Payment and performance bonds and guaranteed maximum price bond requirements for the Design-Builder;

L. Insurance requirements, which shall provide that the Design-Builder shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Nebraska such insurance as will protect the Design-Builder from claims which may arise out of or result from the Design-Builder's operations under the contract and for which the Design-Builder may be legally liable, whether such operations be by the Design-Builder or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

M. Special notice requirements, if any, which may include but not be limited to the following:

(1) THIS PROJECT IS BEING CONDUCTED UNDER AND IS SUBJECT TO THE PROVISIONS OF THE POLITICAL SUBDIVISIONS CONSTRUCTION ALTERNATIVES ACT, Neb. Rev. Stat. Sec. 13-2901 et. seq.

(2) This School District is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, including women and minorities, for architectural and engineering services and for contractor services. The School District requires that all responders/bidders/proposers for public work provide written assurances, affirm and agree that (a) they are an equal opportunity employer, (b) they actively recruit a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, they will actively continue and implement this policy throughout any awarded public work. The School District or any of its responders/bidders/proposers for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, 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.

(3) By submitting a Proposal, each proposer agrees to waive any claim it has, or may have, against the School District and the Architects retained by the School District, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal Documents; or the Contract Documents; acceptance or rejection of any Proposals; and award of the Contract.

(4) The School District reserves the right (a) to terminate the Proposal process at any time; (b) to reject any or all Proposals; and (c) to waive formalities and minor irregularities in the Proposals received.

(5) The School District reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the School District to be necessary for the successful performance of the contract.

(6) The proposing firm's signature on the Proposal is the proposing firm's guarantee that the content of the Proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the School District from obtaining the lowest competitive price.

N. Other information, which may include the following:

(1) A description of the general scope of services to be provided by the Design-Builder.

(2) Project financing phase informational services, if any;

(3) Pre-construction phase services including consultation of design, materials and systems, long lead items, contractor availability and recruitment, preliminary project schedule and preliminary cost estimation, and review of construction documents and conduct value engineering assessments with respect to constructability, material and construction techniques and building systems, sequencing of construction, separation or combining of bid packages.

(4) Cost estimation and preliminary guaranteed maximum price submittals to the School District;

(5) Construction administration and supervision services including identification and preparation of bid packages, recruitment and prequalification of prospective proposers for such bid packages, conduct of bid process for each bid package, review of and recommendations to the School District with regard to Proposals submitted, and administration

of construction contracts, day-to-day supervision of the work with a qualified site superintendent and project manager;

7. ***Procedures for Preparing and Submitting Proposals:*** Only Design-Builders prequalified under this policy may submit Proposals. The School District only will accept, consider and evaluate Proposals submitted by prequalified Design-Builders and will not accept, consider or evaluate any Proposals submitted by firms not prequalified. Proposals submitted by interested Design-Builder firms must include all of the elements required by the Request for Proposals. Proposals shall be required to be submitted in the form and method specified in the Request for Proposals, as determined by the School District. All Proposals must be submitted on or before the time and date and at the location specified in the Request for Proposals. All submitted Proposals become the property of the School District. Proposals must also contain the following certification or substantially similar language:

The proposer provides written assurances, affirms and agrees that (a) the proposer is an equal opportunity employer, (b) the proposer actively recruits a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, the proposer will actively continue and implement this policy throughout any awarded public work. The proposers shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, 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

8. ***Procedures for Evaluating Proposals in Accordance with Neb. Rev. Stat. Sections 13-2908 and 13-2911:*** The School District shall evaluate and rank each Proposal on the basis of best meeting the criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee pursuant to Neb. Rev. Stat. Sec. 13-2911 and this section.

A. **Referral to Selection Committee:** In evaluating Proposals in accordance with Neb. Rev. Stat. Sec. 13-2908, the School District shall refer the proposals for recommendation to a selection committee.

B. **Make-up of Selection Committee:** The selection committee shall be a group of at least five (5) persons designated by the School District. Members of the selection committee shall include at least one (1) person from each of the following groups:

- (1) A member or members of the Board of Education;
- (2) A member or members of School District administration and/or staff;
- (3) The Performance-Criteria Developer;
- (4) A person having special expertise relevant to selection of a Construction Manager under the Act; and

(5) A resident of the School District other than an individual included in subdivisions (1) through (4) of this subsection.

C. **Members No Pecuniary Interest:** A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Design-Builder who has a Proposal being evaluated and shall not be employed by the School District or the Performance-Criteria Developer.

D. **Evaluation Criterion:** The selection committee and the School District shall evaluate Proposals taking into consideration the criteria enumerated in subdivisions (1) through (8) of this subsection, with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

No.	Evaluation Criteria	Maximum Percent Value
1	The financial resources of the Design-Builder to complete the project.	Ten percent (10%) of total points
2	The ability of the proposed personnel of the Design-Builder to perform.	Thirty percent (30%) of total points
3	The character, integrity, reputation, judgment, experience, and efficiency of the Design-Builder.	Thirty percent (30%) of total points
4	The quality of performance on previous projects.	Thirty percent (30%) of total points
5	The ability of the Design-Builder to perform within the time specified.	Thirty percent (30%) of total points
6.	The previous and existing compliance of the Design-Builder with laws relating to the contract.	Ten percent (10%) of total points
7.	OPTIONAL – The ability and resources of the Design-Builder to recruit qualified contractors for the Project, including but not limited to local contractors.	Twenty percent (20%) of total points
8.	OPTIONAL – The Design-Builder’s proposed efforts schedule for the Project.	Twenty percent (20%) of total points
	TOTAL (No more than 100%).	100%

E. **Determination of Evaluation Criteria Percentage Values:** The Board of Education, in the resolution adopted to select the Design-Builder under the Act as the method

and process of construction delivery of the specific project, shall identify and describe the exact percentage of total points for each of the evaluation criteria described above, ensuring that the total percentage does not exceed 100%.

F. Examination of Proposals: Following the opening of the Proposals, the selection committee will examine the Proposals and supporting documentation submitted by all candidates. The evaluation of the Design-Builder for the Project shall be based upon a careful and objective consideration of the Proposals and the ability of each firm submitting a Proposal to perform the services described in the Request for Proposals and the requirements of any federal, state, local laws and regulations and School District policies and regulations that are applicable to the Project.

G. Interviews of Candidates: To further assist the selection committee in evaluating each Proposal to determine which candidate best meets the criteria in the Request for Proposals, the selection committee and the Board of Education may, at either's election, determine to interview such candidate(s).

H. Recommendation of Selection Committee to Board of Education: After examining and evaluating all Proposals and interviewing selected candidate(s), if elected, the selection committee shall rank each Proposal on the basis of best meeting the Proposal evaluation criteria. The selection committee shall make a formal, written recommendation to the Board of Education based on the highest ranking Proposal. The selection committee shall provide to the Board of Education the full rankings.

I. Records of Selection Committee: The selection committee shall keep and maintain permanent records of the selection committee proceedings including, but not limited to, records of the minutes of meetings, and documentation received or disclosed in open session of the meetings. The selection committee shall appoint a board member or district employee to keep the minutes of the selection committee meetings. The minutes of each meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member. The records of the selection committee shall be placed on public file with the central administration office. The records of the selection committee in evaluating Proposals and making recommendations shall be considered public records for purposes of section 84-712.01.

J. Board of Education Action. After receiving the formal recommendation of the Selection Committee, the Board of Education shall examine the Proposals and supporting documentation submitted by all proposing Design-Builder candidates. Each Proposal will be evaluated and ranked by the Board of Education on the basis of best meeting the evaluation criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee.

K. Rejection of Proposals: The School District shall have the right to reject any and all Proposals. The School District may subsequently solicit new Proposals using the same or different project performance criteria.

9. ***Procedures for Design-Builder Contract Negotiations:***

A. The School District may only proceed to negotiate and enter into a Design-Build Contract if there are at least two (2) proposals from pre-qualified Design-Builders.

B. **Negotiations with Highest Ranked Design-Builder:** The School District shall attempt to negotiate a Design-Build Contract with the highest ranked Design-Builder and may enter into a Design-Build Contract after negotiations. The negotiations shall include a final determination of the manner by which the Design-Builder selects a subcontractor.

C. **Negotiations with Second Highest Ranked Design-Builder:** If the School District is unable to negotiate a satisfactory contract with the highest ranked Design-Builder, the School District may terminate negotiations with that Design-Builder. The School District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a Design-Build Contract after negotiations. If the School District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the School District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a Design-Build Contract after negotiations.

D. **Requirement of Execution of Written Contract:** No contractual rights shall be created between the Design-Builder and the School District until a written contract has been negotiated, agreed upon, approved by the Board of Education of the School District, and executed by all parties thereto.

E. **Filing of Design-Build Contract:** The School District shall file a copy of all Design-Build Contract documents with the State Department of Education within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the department.

F. **Unsuccessful Negotiations with Design-Build Candidates:** If the School District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the School District may either revise the Request for Proposals and solicit new proposals or cancel the Request for Proposals process.

G. **Modification of Design-Build Contract:** A Design-Build Contract may be conditioned upon later refinements in scope and price and may permit the School District in agreement with the Design-Builder to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the Request for Proposals.

10. ***Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of the Design-Build Contract:***

A. **Protest Relation to Solicitation:**

(1) A Design-Builder seeking to protest the policies adopted by the Board of Education pursuant to the Act, and the form or content of the Request for Letters of Interest or the form or content of the Request for Proposals promulgated by the School District, or the notice of the Request for Letters of Interest or the Request for Proposals, or any prequalification or pre-Proposal process or procedures, must file such protest within fourteen (14) calendar days from the date of the publication of the notice of the Letters of Interest or Request for Proposals, as the case may be.

(2) A Design-Builder candidate seeking to protest the Letters of Interest or Proposal opening process used by the School District must file such protest within seven (7) calendar days from the date of the Letters of Interest or Proposal opening, as the case may be.

(3) A Design-Builder candidate seeking to protest the process and procedures used by the selection committee in evaluating and/or ranking the Design-Builder candidates must file such protest within seven (7) calendar days from the date the selection committee makes its recommendation to the Board of Education or the Board of Education's acceptance of the recommendation of the selection committee.

B. Negotiation or Execution of Design-Build Contract: A Design-Builder candidate seeking to protest the process and procedures used by the School District in the negotiation or execution of the Design-Build Contract must file such protest within seven (7) calendar days from the date the Board of Education takes action to approve the Design-Build Contract.

C. Form and Filing of Protests: All protests under this subparagraph shall be filed with the Office of the Superintendent of Schools during normal business hours. Such protest must be in writing and received at or before the close of business on the last day provided for the receipt of such proposals. For purposes of this paragraph the term "received" shall mean the actual in hand receipt of all protests and attendant documents. Facsimile transmittals, e-mail or other electronic or telephonic transmittals shall not be accepted and receipt of protest documents, or change in protest documents, in such manner will not be accepted. Protests shall be public records, and shall not be considered proprietary and confidential.

D. Action on Protests: The Board of Education shall take action on any protest filed pursuant to subparagraph A and B above within Forty-five (45) days of receipt of such protest, and shall provide the decision of the Board of Education in writing to the protesting party.

***11. Procedures for the Evaluation of Construction Under the Design-Build Contract by the Performance-Criteria Developer to Determine Adherence to the Performance Criteria:*** The Performance-Criteria Developer shall be the School District's representative for purposes of evaluating the design and construction under the Design-Build Contract to determine adherence by the Design-Builder to the Project Performance Criteria established for the project. The procedures to be followed by the School District, Performance-Criteria Developer and the Design-Builder for purposes of such evaluation shall be as follows:

A. The Performance-Criteria Developer shall review and evaluate the construction methods and materials, including any shop drawings and submittals, used by the Design-Builder to determine adherence with the Project Performance Criteria.

B. The Performance-Criteria Developer shall be a representative of and shall advise and consult with the School District during the performance of the Design-Build Contract by the Design-Builder. The Performance-Criteria Developer shall have authority to act on behalf of the School District with regard to any issue arising regarding the performance of the Design-Build Contract by the Design-Builder. The Design-Builder shall provide the Performance-Criteria Developer with copies of all construction documents, including, but not limited to, all plans and specifications, shop drawings, requests for information from contractors, and warranties for equipment and materials.

C. The Performance-Criteria Developer, as a representative of the School District shall visit the site at intervals appropriate to the stage of the Design-Build Contractor's operations, when services are needed or necessary, or as otherwise directed by the School District (1) to become familiar with and to keep the School District informed about the progress and quality of the portion of the work completed, (2) to guard the School District against defects and deficiencies in the work, and (3) to determine in general if the work is being performed in a manner establishing that the work, when fully completed, will be in accordance with the performance criteria for the project.

D. The Performance-Criteria Developer shall be responsible for the Performance-Criteria Developer's negligent acts or omissions and those of the Performance-Criteria Developer's personnel providing services, but shall not have control over or charge of and shall not be responsible for acts or omissions of the Design-Builder, subcontractors, or their agents or employees, or of any other persons or entities performing portions of the work.

E. The Performance-Criteria Developer shall at all times have access to the work wherever it is in preparation or progress.

F. The School District shall endeavor to communicate with the Design-Builder through or in conjunction with the Performance-Criteria Developer about matters arising out of or relating to the project.

G. Upon issuance by the Design-Builder of a certificate of substantial completion, the Performance-Criteria Developer shall conduct a final inspection and evaluation of the project to confirm that all components of the work have been completed in accordance with the performance criteria established for the project.

Legal Reference: Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Sec. 13-2901 et seq.; Nebraska Consultants' Competitive Negotiation Act, Neb. Rev. Stat. Sec. 81-1701 et seq.; and Sec. 84-712

Date of Adoption: September 14, 2020

New Construction and Improvements to the Existing BuildingsConstruction Management at Risk Under the Nebraska Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901, et. seq.

1. **Introduction:** The School District is authorized to enter into Construction Management at Risk Contracts for School District construction projects by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901 et seq. (the "Act"). Pursuant to the Act, the Board of Education hereby adopts the following policies for entering into a Construction Management at Risk Contract and the general terms of such contract.

2. **Terms Defined:**

A. "Construction Management at Risk Contract" means a contract developed under the terms and conditions of this policy by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the School District, (b) acts as a construction consultant to the School District during the design phase of the project when the School District's architect or engineer designs the project, and (c) is the builder during the construction phase of the project, subject to the School District's bidding requirements established by this policy and other School District policies, and the Construction Management at Risk Contract.

B. "Construction Manager" means the legal entity which proposes to enter into a Construction Management at Risk Contract pursuant to the Act and this policy.

C. "Proposal" means an offer in response to a Request for Proposals by a Construction Manager to enter into a Construction Management at Risk Contract for a School District construction project pursuant to the Act and this policy.

D. "Request for Proposals" means the documentation by which the School District solicits Construction Manager Proposals.

3. **Board Selection of Construction Manager at Risk Method, and Process and Direction to Prepare Request for Proposals:** The Board of Education of the School District shall adopt a resolution to select the Construction Manager under the Act as the method and process of construction delivery of the specific project and authorize and direct the School District Administration in conjunction with the architecture or engineering firm retained for the specific project to prepare a Request for Proposals in accordance with the Act and this policy. The resolution shall require the affirmative vote of at least two-thirds (2/3rds) of the Board of Education.

4. **Duties of Architect and/or Engineer for the Project:** Prior to proceeding with any School District construction project using the Construction Manager method under the Act, the School District shall retain the services of an architect and/or engineer, pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., for such construction project, to provide design services including the preparation of plans, specifications, and estimates, and observe construction. Additionally, such architect and/or engineer services

shall include assistance, consultation and participation in preparing the Request for Proposals, evaluation of Proposals received for the Construction Manager position, and participation on the selection committee for the Construction Manager provided for in the Act and this policy.

5. ***Procedures for the Preparation and Content of Request for Proposals:*** The School District shall prepare the Request for Proposals for the position of Construction Manager under the Act and in accordance with this section. At least thirty (30) days prior to the deadline for receiving and opening Proposals, notice of the Request for Proposals shall be published in a newspaper of general circulation within the School District and filed with the State Department of Education. The Request for Proposals shall include, at a minimum, the following components:

- A. The Notice of the Request for Proposals.
- B. An Invitation to submit Proposals. Such invitation shall (1) identify the School District as the project owner, (2) contain the day and hour upon which such Proposals are due and shall be received; (3) that Proposals shall be sealed; (4) that Proposals shall not be opened until expiration of the time allowed for submitting Proposals; and (5) the hour at which such Proposals shall be opened in the presence of the proposers, or representatives of the proposers.
- C. These Policies adopted by the School District;
- D. General information about the project which will assist the School District in its selection of the Construction Manager.
- E. A project statement, which contains information about the scope and nature of the project, the project site, the schedule, and the estimated construction budget.
- F. Instructions to prospective Construction Manager firms, which shall state that the following requirements, at a minimum, must be contained in any submitted Proposal:
  - (1) A description of the Construction Manager's project team and organization of such team;
  - (2) Fee proposal, if required by the School District as part of the Request for Proposals;
  - (3) A description of the limitations, if any, on expenses to be reimbursed;
  - (4) Proof of insurance coverage and bonding required by law and the Construction Manager at Risk Contract;
- G. Information of pre-Proposal conference, if any required, and attendance requirements at such conference.
- H. Proposal procedures, including:
  - (1) Questions and clarification or interpretations of the Proposal documents;

- (2) Method of handling addenda to Proposal documents;
- (3) Procedure for modification or withdrawal of Proposals;
- (4) Proposal due date and opening including date, time, location and methods of submittal of Proposals;

I. Evaluation procedure, including the criteria for evaluation of Proposals, the relative weight of each criterion, the interview process, the contract negotiation process and the contract execution process.

J. The proposed Agreement between the School District and the Construction Manager, including General Conditions of the Contract for Construction where the Construction Manager is at risk. Such Agreement may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding.

K. Payment and performance bonds and guaranteed maximum price bond requirements for the Construction Manager;

L. Insurance requirements, which shall provide that the Construction Manager shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Nebraska such insurance as will protect the Construction Manager from claims which may arise out of or result from the Construction Manager's operations under the contract and for which the Construction Manager may be legally liable, whether such operations be by the Construction Manager or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

M. Special notice requirements, if any, which may include but not be limited to the following:

(1) THIS PROJECT IS BEING CONDUCTED UNDER AND IS SUBJECT TO THE PROVISIONS OF THE POLITICAL SUBDIVISIONS CONSTRUCTION ALTERNATIVES ACT, Neb. Rev. Stat. Sec. 13-2901 et. seq.

(2) This School District is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, including women and minorities, for architectural and engineering services and for contractor services. The School District requires that all responders/bidders/proposers for public work provide written assurances, affirm and agree that (a) they are an equal opportunity employer, (b) they actively recruit a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, they will actively continue and implement this policy throughout any awarded public work. The School District or any of its responders/bidders/proposers for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, 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.

(3) By submitting a Proposal, each proposer agrees to waive any claim it has, or may have, against the School District and the Architects retained by the School District, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal Documents; or the Contract Documents; acceptance or rejection of any Proposals; and award of the Contract.

(4) The School District reserves the right (a) to terminate the Proposal process at any time; (b) to reject any or all Proposals; and (c) to waive formalities and minor irregularities in the Proposals received.

(5) The School District reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the School District to be necessary for the successful performance of the contract.

(6) The proposing firm's signature on the Proposal is the proposing firm's guarantee that the content of the Proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the School District from obtaining the lowest competitive price.

N. Other information, which may include the following:

(1) A description of the general scope of services to be provided by the Construction Manager.

(2) Project financing phase informational services, if any;

(3) Pre-construction phase services including consultation of design, materials and systems, long lead items, contractor availability and recruitment, preliminary project schedule and preliminary cost estimation, and review of construction documents and conduct value engineering assessments with respect to constructability, material and construction techniques and building systems, sequencing of construction, separation or combining of bid packages.

(4) Cost estimation and preliminary guaranteed maximum price submittals to the School District;

(5) Construction administration and supervision services including identification and preparation of bid packages, recruitment and prequalification of prospective proposers for such bid packages, conduct of bid process for each bid package, review of and recommendations to the School District with regard to Proposals submitted, and administration of construction contracts, day-to-day supervision of the work with a qualified site superintendent and project manager;

(6) Preparation and submittal of Guaranteed Maximum Price (GMP) for the project(s).

6. ***Procedures and Standards to be Used to Pre-qualify Construction Manager Candidates:*** The procedures and standards to be used to pre-qualify Construction Managers will be to evaluate prospective Construction Managers based upon the information submitted to the School District in response to the Request for Proposals, and an evaluation of such information by the selection committee based upon the criteria for evaluation of Proposals and the relative weight to be given each criterion.

7. ***Procedures for Preparing and Submitting Proposals:*** Proposals submitted by interested construction management firms must include all of the elements required by the Request for Proposals. Proposals shall be required to be submitted in the form and method specified in the Request for Proposals, as determined by the School District. All Proposals must be submitted on or before the time and date and at the location specified in the Request for Proposals. All submitted Proposals become the property of the School District. Proposals must also contain the following certification or substantially similar language:

The proposer provides written assurances, affirms and agrees that (a) the proposer is an equal opportunity employer, (b) the proposer actively recruits a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, the proposer will actively continue and implement this policy throughout any awarded public work. The proposers shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, 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.

8. ***Procedures for Evaluating Proposals in Accordance with Neb. Rev. Stat. Sections 13-2910 and 13-2911:*** The School District shall evaluate and rank each Proposal on the basis of best meeting the criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee pursuant to Neb. Rev. Stat. Section 13-2911 and this section.

A. Referral to Selection Committee: In evaluating Proposals in accordance with Neb. Rev. Stat. Section 13-2910, the School District shall refer the Proposals for recommendation to a selection committee.

B. Make-up of Selection Committee: The selection committee shall be a group of at least five (5) persons designated by the School District. Members of the selection committee shall include at least one (1) person from each of the following groups:

- (1) A member or members of the Board of Education;
- (2) A member or members of School District administration and/or staff;
- (3) A representative of the School District's architect or engineer;
- (4) A person having special expertise relevant to selection of a Construction Manager under the Act; and

(5) A resident of the School District other than an individual included in subdivisions (1) through (4) of this subsection.

C. **Members No Pecuniary Interest:** A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Construction Manager who has a Proposal being evaluated and shall not be employed by the School District.

D. **Evaluation Criterion:** The selection committee and the School District shall evaluate Proposals taking into consideration the criteria enumerated in subdivisions (1) through (8) of this subsection, with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

No.	Evaluation Criteria	Maximum Percent Value
1	The financial resources of the Construction Manager to complete the project.	Ten percent (10%) of total points
2	The ability of the proposed personnel of the Construction Manager to perform.	Thirty percent (30%) of total points
3	The character, integrity, reputation, judgment, experience, and efficiency of the Construction Manager.	Thirty percent (30%) of total points
4	The quality of performance on previous projects.	Thirty percent (30%) of total points
5	The ability of the Construction Manager to perform within the time specified.	Thirty percent (30%) of total points
6.	The previous and existing compliance of the Construction Manager with laws relating to the contract.	Ten percent (10%) of total points
7.	OPTIONAL – The ability and resources of the Construction Manager to recruit qualified contractors for the Project, including but not limited to local contractors.	Twenty percent (20%) of total points
8.	OPTIONAL – The Construction Manager’s proposed efforts schedule for the Project.	Twenty percent (20%) of total points
	TOTAL (No more than 100%).	100%

E. **Determination of Evaluation Criteria Percentage Values:** The Board of Education, in the resolution adopted to select the Construction Manager under the Act as the method and process of construction delivery of the specific project, shall identify and describe the exact percentage of total points for each of the evaluation criteria described above, ensuring that the total percentage does not exceed 100%.

F. Examination of Proposals: Following the opening of the Proposals, the selection committee will examine the Proposals and supporting documentation submitted by all candidates. The evaluation of the Construction Manager for the Project shall be based upon a careful and objective consideration of the Proposals and the ability of each firm submitting a Proposal to perform the services described in the Request for Proposals and the requirements of any federal, state, local laws and regulations and School District policies and regulations that are applicable to the Project.

G. Interviews of Candidates: To further assist the selection committee in evaluating each Proposal to determine which candidate best meets the criteria in the Request for Proposals, the selection committee and the Board of Education may, at either's election, determine to interview such candidate(s).

H. Recommendation of Selection Committee to Board of Education: After examining and evaluating all Proposals and interviewing selected candidate(s), if elected, the selection committee shall rank each Proposal on the basis of best meeting the Proposal evaluation criteria. The selection committee shall make a formal, written recommendation to the Board of Education based on the highest ranking Proposal. The selection committee shall provide to the Board of Education the full rankings.

I. Records of Selection Committee: The selection committee shall keep and maintain permanent records of the selection committee proceedings including, but not limited to, records of the minutes of meetings, and documentation received or disclosed in open session of the meetings. The selection committee shall appoint a board member or district employee to keep the minutes of the selection committee meetings. The minutes of each meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member. The records of the selection committee shall be placed on public file with the central administration office. The records of the selection committee in evaluating Proposals and making recommendations shall be considered public records for purposes of section 84-712.01.

J. Board of Education Action. After receiving the formal recommendation of the selection committee, the Board of Education shall examine the Proposals and supporting documentation submitted by all proposing Construction Manager candidates. Each Proposal will be evaluated and ranked by the Board of Education on the basis of best meeting the evaluation criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee.

K. Rejection of Proposals: The School District shall have the right to reject any and all Proposals. The School District may subsequently solicit new Proposals using the same or different project performance criteria.

9. ***Procedures for Construction Manager at Risk Contract Negotiations:***

A. Negotiations with Highest Ranked Construction Manager: The School District shall attempt to negotiate a Construction Management at Risk Contract with the highest ranked Construction Manager and may enter into a Construction Management at Risk Contract after

negotiations. The negotiations shall include a final determination of the manner by which the Construction Manager selects a subcontractor.

B. **Negotiations with Second Highest Ranked Construction Manager:** If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with the highest ranked Construction Manager, the School District may terminate negotiations with that Construction Manager. The School District may then undertake negotiations with the second highest ranked Construction Manager and may enter into a Construction Management at Risk Contract after negotiations. If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with the second highest ranked Construction Manager, the School District may undertake negotiations with the third highest ranked Construction Manager, if any, and may enter into a Construction Management at Risk Contract after negotiations.

C. **Requirement of Execution of Written Contract:** No contractual rights shall be created between the Construction Manager and the School District until a written contract has been negotiated, agreed upon, approved by the Board of Education of the School District, and executed by all parties thereto.

D. **Filing of Construction Manager at Risk Contract:** The School District shall file a copy of all Construction Management at Risk Contract documents with the State Department of Education within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Construction Manager shall file a copy of all contract modifications and change orders with the department.

E. **Unsuccessful Negotiations with Construction Manager Candidates:** If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with any of the ranked Construction Managers, the School District may either revise the Request for Proposals and solicit new Proposals or cancel the Request for Proposals process.

F. **Modification of Construction Manager at Risk Contract:** A Construction Management at Risk Contract may be conditioned upon later refinements in scope and price and may permit the School District in agreement with the Construction Manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the Request for Proposals.

10. ***Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of the Construction Manager at Risk Contract:***

A. **Protest Relation to Solicitation:**

(1) A Construction Manager candidate seeking to protest the policies adopted by the Board of Education pursuant to the Act and the form or content of the Request for Proposals promulgated by the School District, or the notice of the Request for Proposals, or any pre-Proposal process or procedures, must file such protest within fourteen (14) calendar days from the date of the publication of the notice of the Request for Proposals.

(2) A Construction Manager candidate seeking to protest the Proposal opening process used by the School District must file such protest within seven (7) calendar days from the date of the Proposal opening.

(3) A Construction Manager candidate seeking to protest the process and procedures used by the selection committee in evaluating and/or ranking the Construction Manager candidates must file such protest within seven (7) calendar days from the date the selection committee makes its recommendation to the Board of Education or the Board of Education's acceptance of the recommendation of the selection committee.

B. Negotiation or Execution of Construction Manager Contract: A Construction Manager candidate seeking to protest the process and procedures used by the School District in the negotiation or execution of the Construction Management at Risk Contract must file such protest within seven (7) calendar days from the date the Board of Education takes action to approve the Construction Management at Risk Contract.

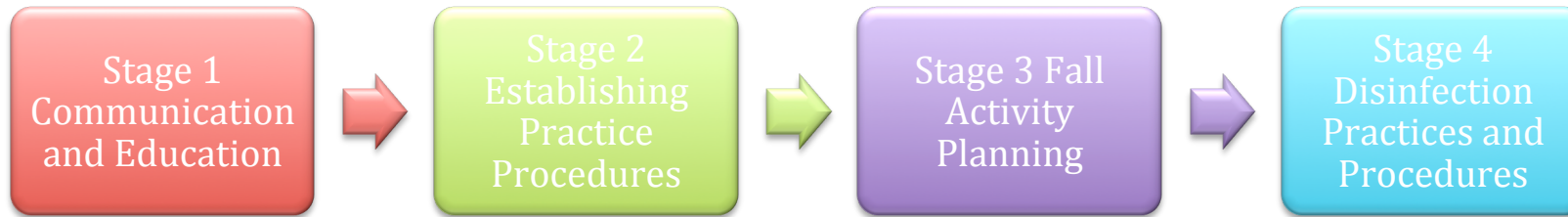
C. Form and Filing of Protests: All protests under this subparagraph shall be filed with the Office of the Superintendent of Schools during normal business hours. Such protest must be in writing and received at or before the close of business on the last day provided for the receipt of such Proposals. For purposes of this paragraph the term "received" shall mean the actual in hand receipt of all protests and attendant documents. Facsimile transmittals, e-mail or other electronic or telephonic transmittals shall not be accepted and receipt of protest documents, or change in protest documents, in such manner will not be accepted. Protests shall be public records, and shall not be considered proprietary and confidential.

D. Action on Protests: The Board of Education shall take action on any protest filed pursuant to subparagraph A and B above within forty-five (45) days of receipt of such protest, and shall provide the decision of the Board of Education in writing to the protesting party.

Legal Reference: Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. 13-2901, et. seq.; 81-1701 et seq.; and 84-712

Date of Adoption: September 14, 2020

# SPCS Return to Fall Activities



## Stage 1 – Communication and Education

1. Initial communication of SPCS Return to Fall Activities Plan
  - a. General announcement to coaches, staff, parents and students
    - i. Staff reminders of required practice procedures
  - b. Final Forms clearance for all paperwork and athletic physical required for all athletic programs 7<sup>th</sup>-12<sup>th</sup> grade, cheerleading and dance
  - c. Certified Athletic Trainer and District Nurse roles for communicating positive Covid-19 cases and quarantined individuals
  - d. Communicating importance of staying home when needed – no attendance awards or penalties
2. Communication throughout season
  - a. Periodic reminders to parents emphasizing required home screening practices to maintain a safe environment
  - b. A Visiting Team Guide will be sent to the AD and Principal for all visiting teams outlining PHS and PC expectations and procedures.
  - c. A link will be created on our PHS website that lists opposing school expectations and procedures when our teams are traveling. This is important for all to communicate to our parents and community, especially when they will encounter capacity limits at the venue.
3. Training
  - a. Staff completes all required training including the NFHS Covid-19 for Coaches and Administrators
  - b. Coaching staff and custodial staff training on disinfection procedures

**Stage 2 - Establishing Practice Procedures**

1. Screening
2. Social Distancing
3. Handwashing
4. Outside visitors
5. Signage
6. Locker Room Usage
7. Shared Equipment
8. Masks
9. SPCS Return to School Plan and Use of Masks
10. Positive Cases
11. Team Get-Togethers, Team Meals, Food and Drink
12. Safe Practices
13. Facility Priority, Out-of-Season Activities and Outside Use of Facilities
14. Fundraising and Other In-Person Activities
15. Facility Capacity Limitations / Social Distancing
16. Ticketing for Events

1. **Daily screening** will be the responsibility of the parent before sending student to school or to activity. Parents are encouraged to keep student home if not feeling well or exhibiting any of the Covid-19 symptoms (see Appendix document). Coaches, staff and school health personnel will also monitor students while at school/during activity. Students who are not feeling well or who exhibit any Covid-19 symptoms will be sent home.
2. **Proper social distancing** will be maintained whenever possible. There are times during all activities when social distancing cannot be maintained; however whenever possible coaches/sponsor should alter their routines to allow for social distancing. Some examples are provided below:
  - a. When waiting to use (or using) locker room or waiting to begin practice.
  - b. During instruction and announcements.
  - c. When participants are waiting on sideline to participate in a drill.
  - d. When participants are on a water break or other break.
  - e. Before and after practice.

4. **Handwashing** – At a minimum, participants should wash (or disinfect) hands before and after activity and after using restroom. In addition, participants should periodically wash (or disinfect hands) throughout their day, especially after sharing any type of equipment.
5. **Outside visitors** will not be allowed during practice sessions.
6. **Signage** will be posted in all areas of facilities and buildings.
  - a. Social distancing cues
  - b. Importance of handwashing
  - c. Signs and Symptoms Check
  - d. Route markings
  - e. Area limitations – capacity, closed areas
7. **Locker Room Usage** – Locker Room Assignments and Capacity Limits are listed below:
  - a. Assignments
    - i. HS Football – Boys’ South HS Locker Room
    - ii. Boys’ Cross Country – North Varsity Boys’ Locker Room
    - iii. Girls’ Softball – South Girls’ HS Locker Room
    - iv. HS Volleyball – North Varsity Girls’ Locker Room
    - v. Girls’ Cross Country – South Girls’ Locker Room
    - vi. Girls’ Golf – New Commons Girls’ Restroom (if needed)
    - vii. Visiting Teams – will be assigned as needed (see disinfection requirements prior to their arrival in Facilities section)
  - b. Capacity
    - i. No more than 18 people in the locker room area at one time – this will require shifts of students changing at a time. The head coaches for teams that share a locker room space must communicate a rotation schedule for teams that is equitable to all programs.
    - ii. Chairs will be set up to allow for social distancing.
    - iii. Changing locations will be marked with participant’s name.
    - iv. Coaching staffs must supervise locker room areas to assure social distancing is occurring and that participants are dressing in an expedited manner. In addition, coaches must supervise participants that are waiting to use the locker room and those that have transitioned to the waiting or practice area. \*All head coaches must submit a **Supervision Plan** for practice days.

- v. Locker Room capacity limits and procedures will be communicated to all visiting teams in Visiting Team Guide.
8. **Shared equipment** should be limited whenever possible. If equipment, by nature of the activity must be shared, the equipment must be disinfected following use.
  9. **The SCPS Return to School Plan** covers the requirement for mask use at school. As of 08.04.2020 SPCS is operating in the **YELLOW** model. As such masks usage is described below:
    - a. Required in transition between areas (hallways) and when entering the building.
    - b. Required during all travel (on buses, in vans and shuttles). Students and staff may remove mask while eating.
    - c. Required when social distancing cannot be maintained outside of practice and competition activities.
    - d. Coaches and sponsors are required to wear masks anytime social distancing cannot be maintained.
    - e. Each athlete will be issued a Trojan cloth mask. Cloth or disposable masks are allowed per NSAA and NFHS rules with certain color limitations.
  10. **Positive cases** – known positive cases should be reported to Ron Alexander and Kelli Haynes immediately. Ron will notify Brett Richards and Mackenzie Mertz. Kelli Haynes will communicate with Sarpy/Cass County Health Department for Direction. Once direction is given by health department, Kelli will communicate requirements to parents, students, coaches and administration. Mackenzie will mark student in Final Forms as restricted from practice until quarantine is completed/athlete is cleared through Kelli.
  11. **Team Get-Togethers, Meals, Food and Drink**
    - a. Team Meals – the following parameters will guide our practice relative to team meals.
      - i. No gathering activities will be permitted for team meals (i.e. scheduling the cafeteria or another location for team to meet and eat. Parent volunteers coordinating team meals for teams may provide pre-packaged food for teams as the team boards the bus/van before or after contests or after a practice session.
      - ii. All food must be pre-packaged. It is strongly encouraged that the food comes pre-packaged from supplier, OPAA or restaurant. Parents or volunteers are discouraged from preparing food and packaging the food themselves.
      - iii. The head coach or sponsor must approve all team dinners in accordance with these guidelines.
    - b. Food – students and staff are prohibited from sharing of any food items.

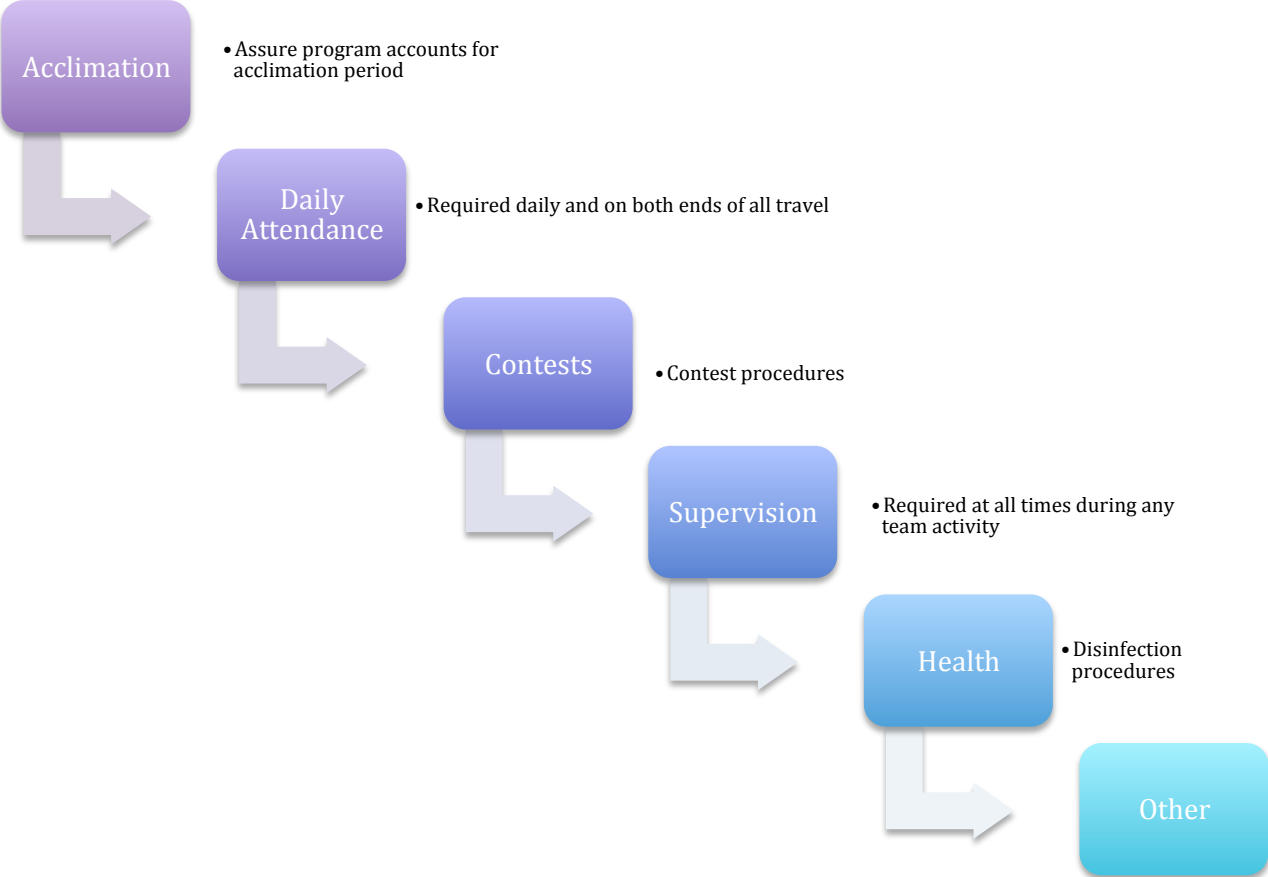
- c. Drink – each participant needs to bring their own personal water bottle for use during practices and contests. No containers may be shared at any time. Individual water bottles must be used for all practice and competitions.
- 12. **Safe practices** – the head coach must effectively plan and coordinate all team activities in a manner that provides for the safest environment possible for participants and staff. In addition, all applicable procedures of the SPCS Reopening Plan and the SPCS Return to Fall Activities Plan must be followed.
- 13. **Facility Priority, Out-of-Season Activities and Outside Use of Facilities**
  - a. **Facility Priority, Out of Season Activities**
    - i. All PC and PHS approved programming has first priority on all facility use.
    - ii. In season activities have first priority during each season.
    - iii. A team or program has first priority in the team or program’s primary practice venue. If a team or program shares a practice space, a rotation schedule will be developed by Athletic and Activities Directors.
    - iv. Out-of-Season Activities may schedule facility use according to allowable activities permitted by NSAA. This would include any club programs or camps our HS programs operate.
  - b. **Outside Use of Facilities**
    - i. SYAA use of facilities will be approved on a case by case basis after review of the following factors:
      - 1. Facility availability
      - 2. Custodial availability to disinfect area in preparation for next day of school or subsequent school activity use
      - 3. In-season considerations
      - 4. Only SPCS-enrolled participants may attend
      - 5. Staff is trained on (and agrees to follow) protocols and procedures outlined in this plan
      - 6. Only approved use that appears on facilities calendar occurs

<u><b>SYAA Activity</b></u>	<u><b>Assigned Season</b></u>	<u><b>Approved Use</b></u>
<b>Football</b>	August 10-November 7	Front Practice Field after 7:00PM M-F as available; Stadium use for competition as approved – no concessions permitted, all practice and contest procedures followed including facility capacity and social distancing; and no inside facility access other than assigned restrooms; signed Facility Use Agreement
<b>Volleyball</b>	August 10-November 7	Facility Use after 7:00PM M-F as available; Facility use for competition as approved – no concessions permitted unless staffed by PHS, all contest and practice procedures followed including facility capacity and social distancing; and no inside facility access other than assigned restrooms; signed Facility Use Agreement
<b>Wrestling</b>	November 9-March 11	Facility Use after 7:00PM M-F as available; Facility use for competition as approved – no concessions permitted unless staffed by PHS, all contest and practice procedures followed including facility capacity and social distancing; and no inside facility access other than assigned restrooms; signed Facility Use Agreement
<b>Basketball</b>	November 9-March 11	Facility Use after 7:00PM M-F as available; Facility use for competition as approved – no concessions permitted unless staffed by PHS, all contest and practice procedures followed including facility capacity and social distancing; and no inside facility access other than assigned restrooms; signed Facility Use Agreement

- ii. Outside Groups - Use or Rental of Facilities – not permitted at this time
- 14. Fundraising and Other In-Person Activities
  - a. No in-person fundraising activities are permitted including any of the following: door-to-door sales, sale to the public requiring physical exchange of money or checks, delivery of items, etc.
  - b. No team activities are permitted that involves students carpooling or interacting with the community at large (i.e. scavenger hunts, team dinners or team gathering at a participant or coach's residence or property, taking teams or groups to non-school events as a team or group, etc.).
- 15. Facility Capacity Limits/Social Distancing
  - a. Facility Capacity – the following Capacity limits will be in effect as of 08.11.2020 until further notice. Capacity limits based on maintaining 6' social distancing guideline for all spectators.
    - i. Main Gym
      - 1. Competitions – capacity TBD
      - 2. Practices – limited to participants, staff and administration only. No outside visitors are permitted included youth coaches, parents or other.
    - ii. Front Gym
      - 1. Competitions – capacity TBD
      - 2. Practices – limited to participants, staff and administration only. No outside visitors are permitted included youth coaches, parents or other.
    - iii. Stadium
      - 1. Competitions – capacity TBD
      - 2. Practices – limited to participants, staff and administration only. No outside visitors are permitted included youth coaches, parents or other.
    - iv. Back Gym
      - 1. Closed to all practices and activities during the Fall Season.
      - 2. Area is used for study hall during the school day.
    - v. City Park
      - 1. Competitions – capacity TBD
      - 2. Bleacher areas closed during competitions. Spectators must bring portable seating and maintain appropriate social distancing.

3. Practices – limited to participants, staff and administration only. No outside visitors are permitted included youth coaches, parents or other.
- vi. Platteview Country Club – PC and PHS Cross Country Invitational, October 5, 2020
  1. Competitions – capacity TBD in working with PCC staff
  2. The junior high race will begin at 2:00PM and the HS race will begin at 3:30PM to separate spectators.
  3. Divisions will be used to limit number of runners on course at one time.
  4. No award ceremony will be held.
  5. Portable toilets will be rented for event.
  6. Starting boxes, course route and finish area will be expanded to allow additional room between competitors.
16. Ticketing for Events
  - a. Encourage season passes through Home Town Ticketing – digital, contactless passes
  - b. Pre-sell tickets for all events to capacity limit
  - c. Establish visitor ticket allotment per contact/activity
  - d. Splash guard and PPE for ticket takers (mask, rubber gloves)

**Stage 3 – Specific Fall Activity Planning**



Acclimation

It is critical that coaches and sponsors properly acclimate athletes at start of season, returning from an extended absence and following injury.

### CSCCa and NSCA Joint Consensus Guidelines for Transition Periods: Safe Return to Training Following Inactivity

**Conditioning Activities**  
**The 50/30/20/10 Rule**

**Aim:** to ensure that strength & conditioning coaches are evaluating their programs to be certain that student-athletes return to training in a safe, effective manner

- 1** The 50/30/20/10 rule provides recommended percentages of weekly volumes and/or workloads for conditioning in the first 2-4 weeks of return to training following inactivity
- 2** Percentages are based on the uppermost volume of the conditioning program

**EHI= exertional heat illness**  
**ER = exertional rhabdomyolysis**

**Percent of Maximum Conditioning Volume per Week For Safe Return to Training Following Inactivity**

Group	Week 1	Week 2	Week 3	Week 4	Week 5
Returning student-athletes or new sport coach	50%	70%	100%	100%	100%
New student-athletes or new head strength coach	50%	70%	80%	90%	100%
Return from EHI, ER, or long inactivity	50%	70%	80%	90%	100%

Week 1   Week 2   Week 3   Week 4   Week 5

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**Graphic References**

Caterisano, A., Decker, D., Snyder, B., Feigenbaum, M., Glass, R., House, P., Sharp, C., Waller, M. and Witherspoon, Z., 2019. CSCCa and NSCA Joint Consensus Guidelines for Transition Periods: Safe Return to Training Following Inactivity. *Strength & Conditioning Journal*, 41(3), pp.1-23.

*Daily Attendance*

*Attendance is a critical part of our ability to report exposures to the health department and of safe operations within our extracurricular program. Attendance must be taken on Final Forms for all of the following:*

- 1. All attendance must be recorded daily in Final Forms at the start of the activity.*
- 2. All practice sessions regardless of number of participants – if multiple practices are held each day, attendance must be taken for each session*
- 3. All team activities – meetings of any kind*
- 4. Leaving for any travel*
- 5. Return trip for any travel*
- 6. Make sure to title the Final Form attendance sheet accurately*

*Contest Procedures by Fall Activity*

**FACILITY LIMITS**

- 1. General spectators – TBD*
- 2. Student section – TBD (do we allow a student section? – PC and PHS)*

**ACTIVITY SPECIFIC CONSIDERATIONS**

**BAND**

- 1. Marching Band**
  - a. The Marching Band will identify one Varsity Football game to perform during halftime.*
  - b. The Marching Band will play for pre-game activities at all home FB contests. Once National Anthem has been played, the band will conclude performing for the event.  
\*Other than the game in which the marching band will perform at halftime.*
- 2. Pep Band**
  - a. The Pep Band will only perform at home football games during the Fall and will not perform at any indoor contests.*
- 3. School concerts – TBD**
- 4. Instrumental Contests – TBD per NSAA**

**CHEERLEADING**

- 1. The cheer squad will cheer at home events only.*
- 2. Cheerleaders must social distance on end line while positioned during contests.*
- 3. Cheerleaders will maintain at least 15' between crowd and themselves when facing crowd for crowd cheers.*
- 4. No cheers will be performed that invite students to decrease social distancing.*
- 5. Cheerleaders will come dressed to all contests.*
- 6. The cheerleaders will maintain social distancing at all times before contests and during intermissions.*
- 7. The Main Gym storage area will not be accessible during contests.*
- 8. The cheerleaders will follow all NSAA guidelines for stunting performing, including following Covid-19 recommendations.*
- 9. The cheerleaders may travel to state cheer competition if held.*

**CONCESSIONS**

- 1. Concessions will be offered for all PC and PHS activities.*
- 2. No outside groups may operate concessions. PHS students and parents may assist in operations of concession stand. Covid-19 training video training required for all concessions personnel including volunteers.*
- 3. PHS and PC affiliated parent groups may be approved to hold fundraising meals at approved events if all food and drink is pre-packaged from restaurant, OPAA or other vendor.*
- 4. Only pre-packaged food and drink will be sold from concessions other than the following permissible items:*
  - a. Popcorn*
  - b. Pretzels*
  - c. Pickles*
  - d. Coffee*
  - e. Hot Chocolate*
  - f. Hot dogs?*
- 5. When preparing and serving items listed above that are not pre-packaged, the following conditions must be adhered to:*
  - a. Before handling any food or drink item in this category, person preparing item must wash hands.*
  - b. Person preparing item must have rubber gloves and mask on when handling item(s).*

- c. Items must be individually packaged prior to giving item to customer. Person packaging item must be wearing a mask and rubber gloves at all times.*
- d. Person taking orders and handling concessions items must be wearing a mask and rubber gloves at all times. Sales personnel must position themselves behind splash divider at all times when interacting with customers.*
- e. Any concessions personnel handling money must be wearing a mask and rubber gloves.*
- f. Money handlers must be assigned to this specific task for the entire shift and may not rotate between tasks.*
- g. Money handlers must wash hands whenever rubber gloves are removed and after shift.*
- h. Concessions workers must be screened by Concessions manager when reporting for shift. Any worker that is not feeling well or is exhibiting any of the Covid-19 symptoms may not work any shift.*

**CROSS COUNTRY (NFHS and NSAA Guidelines)**

**I. NFHS and NSAA Guidelines**

- 1. Courses widened to assure course is not narrower than 6' at the narrowest point.*
- 2. Individual water bottles are required.*
- 3. Runners are instructed to use caution when spitting.*
- 4. Social distancing is encouraged before and after race.*
- 5. Teams may be called to the start line 5 minutes prior to start to minimize duration in close proximity.*
- 6. Cross country meets could also consider using staggered, wave or interval starts when necessary.*
- 7. If possible provide an empty starting box of 6 feet between each team.*
- 8. PHS Invite will use finish corrals and FAT timing for larger meets as it is easier to distance at finish. Also, finish area will be designed structurally and with staff to keep finishers moving in a direction directly back to the team camps immediately. The area beyond the finish should be large enough to allow athletes to keep moving. Lastly, a video camera will record finish to avoid need for pickers at finish.*
- 9. Cross country specific social distancing meet protocols including the elimination of handshakes before and after.*
- 10. It is recommended to not have award ceremonies.*

**II. SPCS-specific guidelines**

- 1. Students are discouraged from carpooling to practice areas.*
- 2. All participants must bring and use their own personal water bottle for all practices and events.*
- 3. Appropriate social distancing should be maintained at all times possible.*
- 4. PC and PHS may not run on county roads during practice runs. Training should occur at one of the area parks, trail areas, the PHS track or other pre-approved location.*
- 5. Head Coach must submit a supervision plan that includes providing supervision for practices and events to the Athletic Director for approval.*
- 6. Parents are encouraged to transport their student when possible to and from events.*

#### **DANCE TEAM**

##### *I. SPCS-specific guidelines*

- 1. The dance team will perform at home events only.*
- 2. Participants will come dressed to all contests.*
- 3. The participants will maintain social distancing at all times before contests and during intermissions.*
- 4. The Main Gym storage area will not be accessible during contests.*
- 5. The dance team will follow all NSAA protocols while performing, including following Covid-19 recommendations.*
- 6. The dance team may travel to dance competition if held.*
- 7. Head Coach must submit a supervision plan that includes providing supervision for practices and events to the Activities Director for approval.*
- 8. Parents are encouraged to transport their student when possible to and from events.*

#### **FOOTBALL**

##### *I. NFHS and NSAA Guidelines*

- 1. Players, coaches, officials, and all game administration should sanitize their hands before, during and after the game,*
- 2. Face coverings are permissible for officials, coaches, players, staff, and game administration.*
- 3. Team box may be extended to the 10-yard line (PLAYERS ONLY)*
- 4. Players should maintain physical distancing on the sideline whenever possible*
- 5. Players should not share towels, water bottles or other equipment*
- 6. The ball should be cleaned/sanitized periodically throughout the contest*

7. *Plastic shields covering the entire face are prohibited*
8. *"Splash Guards" that are integrated into the face mask, attached to the helmet and are completely clear are permitted*
9. *A single charged time-out may be extended to a maximum of two minutes*
10. *The authorized conference for the charged time-out should take place between the 9-yard marks and not at the sideline for physical distancing purposes. More than one coach is allowed in the conference and technology can be used.*
11. *Coin Toss - Limit participants to the Referee, Umpire and one designee from each team*
12. *No post game handshakes are permitted*

**II. SPCS-specific guidelines**

1. *All participants must bring and use their own personal water bottle for all practices and events.*
2. *No shared water devices may be used. A manager or managers or other team personnel may use a cooler or other holding device to fill individual water bottles. Person filling water bottles must be wearing rubber gloves.*
3. *Appropriate social distancing should be maintained at all times possible.*
4. *Shared equipment will be disinfected between uses and at conclusion of practice or event.*
5. *Head Coach must submit a supervision plan that includes providing supervision for practices and events to the Athletic Director for approval.*
6. *Parents are encouraged to transport their student when possible to and from events.*

**GOLF**

**I. NFHS and NSAA Guidelines**

1. *No shared equipment is permitted*
2. *No exchange of scorecards is permitted*
3. *Social distancing before, throughout and after event*
4. *If bad weather occurs it is recommended that all should return to their vehicles rather than the clubhouse.*
5. *It is recommended to not have award ceremonies.*
6. *Consider having a rotation of use to limit number on the range at one time and putting green.*
7. *Communicate the details of the event prior to the day of the event. This way schools can plan their arrival and competition with minimal gatherings to discuss the event details.*

8. *Practice Range rotation will be established for all events.*
9. *Limitations to the number of players that may be on the range will be site specific based on the size of the range and the number of stations available using 6' social distancing.*
10. *Players only allowed on the practice range.*
11. *Players can be limited to only one bag of balls (approximately 50 balls) to hit on the range.*
12. *Putting/Chipping Greens*
13. *Limitations to the number of players that may be on the practice putting green and/or chipping green will be site specific based on the size of the greens.*
14. *Players only allowed on or around the greens.*
15. *Players should be quick and efficient with their practice to ensure all players get time on the greens.*
16. *Players should arrive at their assigned tee no more than 5 min before their assigned starting time.*
17. *Digital scoring should be used when available.*
18. *Scorecards should be distributed to each player. Scorecards will not be exchanged or require signatures.*
19. *Upon completion of the round players will enter the designated scoring area to review and verify their scores verbally with the scoring official.*
20. *Bunkers- Limited number of bunker rakes could be available on the golf course.*
21. *Ball will be played as it lies in the bunker.*
22. *If a player feels their ball is in an abnormal ground condition they can ask for relief from a member of the Committee. If granted, the relief procedure will be followed as stated in the Rules of Golf.*
23. *Flagstick - Attending and removal of flagsticks is permitted if allowed by the facility.*
24. *It is recommended that the player that removed the flagstick be the one to replace it.*
25. *Returned Scorecard- A scorecard will be deemed returned when the player has verbally verified their hole-by-hole scores with their marker and the scoring official and left the designated scoring area.*

## **II. SPCS-specific guidelines**

1. *Students are discouraged from carpooling to practice areas.*
2. *All participants must bring and use their own personal water bottle for all practices and events.*
3. *Appropriate social distancing should be maintained at all times possible.*
4. *Head Coach must submit a supervision plan that includes providing supervision for practices and events to the Athletic Director for approval.*
5. *Parents are encouraged to transport their student when possible to and from events.*

*PLAY PRODUCTION*

*Coming soon – still reviewing NFHS, NSAA and NDE guidance*

**SOFTBALL**

**I. NFHS and NSAA Guidelines**

1. *Assigned seating in bench areas*
2. *Expanded bench areas to accommodate social distancing*
3. *No post game handshakes*
4. *Face Shields (1-7-1, 1-8-4) -Per guidance from the NFHS Sports Medicine Advisory Committee, plastic shields covering the entire face (unless integrated into the face mask and attached to a helmet and clear without the presence of any tint) shall not be allowed during contests. Their use during practices increases the risk of unintended injury to the person wearing the shield or to teammates.*
5. *Facial Coverings/Additional Equipment (1-8): Cloth facial coverings are recommended but not required. Facial coverings must be of one color, not distracting and have no designs. Pitchers cannot wear optic yellow cloth facial coverings.*
6. *Pregame Conference (2-14-2): Limit attendees to one coach from each team plus the umpires. Coaches should stay outside the width of the batter's box at home plate, maintaining 6 feet of distance between each person.*
7. *Substitutions: (3-3-3): The verbal exchange should occur 6 feet from the coach to scorer and opposing team when making lineup changes.*
8. *Foul Balls/Coaching (3-5-1 NOTE): Umpires do not handle equipment on the field during play.*
9. *Contact with the game balls should be as limited as possible. During competition, foul balls should be retrieved by personnel from the defensive team. Simultaneously a new ball should be thrown into game play from the defensive team's dugout.*
10. *Coaching {3-5-3, 3-6-14): Coaches who wish to discuss a rule or a ruling on the field must maintain at least 6 feet of distance from the umpire.*
11. *Coaching (3-5-2): Base coaches must stay 6 feet from a runner at all times after suspension of play,*
12. *Bench and Field Conduct (3-6-6): Players are not permitted to leave the dugout area to congratulate players when scoring or after home runs. The number of individuals in the dugout is dependent on the size of dugout. Players and coaches should maintain 6 feet of social distance. NFHS rules allow for dugouts/designated warm-up areas to be extended to provide for social distancing. The dugout extension should be outside of the field.*
13. *Charged Conferences (3-7-1, 3-7-2, 3-7-3): Coaches holding defensive conferences must stay on the home plate side of the pitcher's circle, and the player or players must be on the opposite side of the*

*pitcher's circle maintaining 6 feet of distance. No more than two players plus the pitcher are allowed. Only one coach is permitted during the conference. If a coach visits the pitcher, all other players should stay outside the pitching circle.*

- 14. Exchange of Lineup Cards (4-2-1b): Lineups should be handed to the umpire, and the umpire will verbally approve or ask any questions about the lineup. It is recommended that lineup cards be exchanged team to team and teams to scorekeeper to be shared via photo or text.*
- 15. Infractions by the Pitcher (6-2-2): Pitchers are not allowed to put their hands to their mouths or blow into their hands prior to pitching the ball. This will be a "no pitch." Any umpire is permitted to make this call. The ball should be called dead immediately and it will be a "no pitch." The ball should be put in the dugout for cleaning, and the pitcher should sanitize hands before play continues.*
- 16. Plate Umpire (10-2-1): The plate umpire should stand deeper than normal to call balls and strikes.*
- 17. Equipment and Apparel (10-4-2): Cloth facial coverings are recommended but not required. The masks must be of one color, not distracting and have no designs. The umpire may wear disposable gloves and masks.*
- 18. The catcher and batter should be 6 feet apart when the umpire is dusting off the plate.*
- 19. Players should use their own equipment (e.g. gloves, helmets and bats) as much as possible.*
- 20. Press box personnel should be limited to maintain social distancing.*
- 21. Coaches are responsible for ensuring social/physical distancing is maintained between players before, between and after contests.*

## *II. SPCS-specific guidelines*

- 1. Students are discouraged from carpooling to practice areas.*
- 2. All participants must bring and use their own personal water bottle for all practices and events.*
- 3. Appropriate social distancing should be maintained at all times possible.*
- 4. Shared equipment will be disinfected between uses and at conclusion of practice or event.*
- 5. Head Coach must submit a supervision plan that includes providing supervision for practices and events to the Athletic Director for approval.*
- 6. Parents are encouraged to transport their student when possible to and from events.*

*VOCAL MUSIC*

*Coming soon – still reviewing NFHS, NSAA and NDE guidance*

**VOLLEYBALL**

***I. NFHS and NSAA Guidelines***

- 1. Face coverings are permissible for athletes, coaches, officials, game administration, and spectators.*
- 2. Score table is limited to essential personnel only. Scorekeeper, clock operator, libero tracker, announcer (if using maintain social distancing).*
- 3. Pre-match and post-match handshake protocols are prohibited.*
- 4. Assigned seating in bench areas; teams will not rotate benches during match*
- 5. Expanded bench areas to accommodate social distancing*
- 6. Bench areas will be disinfected between levels*
- 7. Warm-up balls will be disinfected between levels*

***II. SPCS-specific guidelines***

- 1. All participants must bring and use their own personal water bottle for all practices and events.*
- 2. No shared water devices may be used. A manager or managers or other team personnel may use a cooler or other holding device to fill individual water bottles. Person filling water bottles must be wearing rubber gloves.*
- 3. Appropriate social distancing should be maintained at all times possible.*
- 4. Shared equipment will be disinfected between uses and at conclusion of practice or event.*
- 5. Head Coach must submit a supervision plan that includes providing supervision for practices and events to the Athletic Director for approval.*
- 6. Parents are encouraged to transport their student when possible to and from events.*

**OTHER AREAS**

***Supervision***

*Proper supervision in any normal year is a top priority of every extra-curricular program. Coaches and sponsors are professionally responsible and charged with assuring that all athletes under their care are supervised before, during and following all team activities. As we discuss annually, locker room areas and buses are areas where heightened supervision is required. During our Covid-19 practices and procedures, our supervision requirements will be expanded in terms of locker room usage in waves.*

**Health**

*Everyone has to do their part to operate safely in our current environment. Athletes must practice good hygiene and must stay home if not feeling well or exhibit any of the Covid-19 symptoms. Parents must screen their student daily. Coaches and sponsors must reinforce the maintenance of social distancing whenever possible, ensure masks are worn when required and must assure all shared equipment is disinfected after use. Lastly, our custodial and grounds crews will establish daily cleaning procedures for all facilities.*

**Training Room and Certified Athletic Trainer**

*The following guidelines are established for use of the Training Room before, during and after practices; and before events or travel:*

- 1. No outside groups may use or access the training room.*
- 2. No more than 2 athletes may be in the Training Room at one time. Athletes who are waiting for treatment must sit in chairs positioned in hallway with 6' social distancing maintained.*
- 3. The Trainer may require student to wear mask if social distancing cannot be maintained during treatment.*
- 4. The trainer is recommended to wear a mask during all treatment.*

*The following guidelines are established for the Certified Athletic Trainer during events or emergency response:*

- 1. The Trainer will create a schedule of event coverage.*
- 2. The Trainer will be available, on call for all events for emergency situations.*
- 3. The Trainer is recommended to wear a mask and appropriate PPE (if needed) when treating athletes or others.*

*Additional duties of Trainer provided in this plan:*

- 1. Athlete check-out process for all sports*
- 2. Athlete and staff screening if necessary*
- 3. Communicating any positive cases of Covid-19 to Ron Alexander and Kelli Haynes when discovered*
- 4. Tracking return of athletes out due to injury, concussions or Covid-19 quarantine*

*5. Daily communication with all head coaches 7-12*

**Stage 4 – Disinfection Practices and Procedures**

- I. Shared Equipment – responsibility of coaching staff to assure these items are disinfected whenever after each practice session and periodically during contests. \*If multiple people are touch an item, it falls into the shared equipment category.*
  - 1. Balls*
  - 2. Other (i.e. sleds, dummies, nets, goals, cones, etc.)*
  
- II. Facility Cleaning & Sanitation Procedures – nightly, deep cleaning will be scheduled for all of the following Activity areas. Custodial crews will be given a checklist and sign-off log to track cleaning of each area. All facility use is noted on PHS Activity Calendar.*
  - 1. Main Gym – daily practices and events*
  - 2. Front Gym - daily practices and events*
  - 3. Weight Room - daily*
  - 4. Locker Rooms – before arrival of visiting teams and daily following all use*
  - 5. Stadium bleachers and bench areas – after all events*
  - 6. Coaches Offices/Areas - daily*
  - 7. Official’s Rooms – after all events when officials are assigned to area*
  - 8. Restrooms - daily*
  - 9. Training Room - daily*
  - 10. Auditorium – daily practice and events*
  - 11. Press Box – after all events*
  - 12. Scorer’s Tables – after all events*
  - 13. Scoreboard Operating Units –after all events*
  - 14. Concessions – before all home events and end of night - daily with lunch program operating from this area*

# APPENDIX SECTION

## COVID-19: NSCA Guidance on Safe Return to Training for Athletes

### Minimizing Risk: Managing Schedules and Teams Training Sessions



Centers for Disease Control & Prevention (CDC) Resources:



- ✓ Adhere to social gathering and distancing policies at your institution, according to local, state, and federal authorities.
- ✓ Group size counts should include both athletes and staff, and account for transition periods between sessions.
- ✓ Schedule mid- and post-workout cleaning periods, allowing a 10-15 minute buffer between teams or groups.
- ✓ Limit or stagger training groups throughout workout blocks and/or alternate training days.
- ✓ Favor efficient training methods, limiting groups to 2-3 non-consecutive sessions per week.
- ✓ Avoid person-to-person contact while spotting with use of bar catches and the two-spotter technique.
- ✓ For programming purposes, consider grouping athletes based on conditioning status.
- ✓ Create exercise pairings to limit weight room traffic; Or one-way traffic flow based on entrances and exits.
- ✓ Maximize fresh air flow in the weight room, and a relative humidity ≤60%.
- ✓ Use outdoor training spaces whenever possible.
- ✓ Keep doors propped open and lights on throughout the day.



### Facility & Equipment: Cleaning and Sanitation Procedures



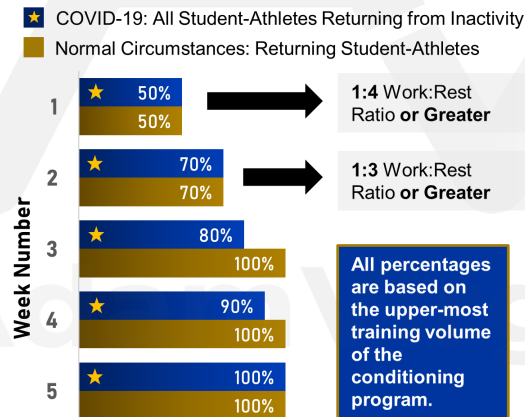
- ✓ Clean all weight room surfaces with germicidal disinfectant.
- ✓ Consider providing masks and/or gloves.
- ✓ Educate on weight room upkeep expectations during onboarding meetings with new athletes.
- ✓ Provide COVID-19 related updates to weight room rules.
- ✓ Promote hand washing before and after workouts.
- ✓ Keep extra bottles of disinfectant for athletes to wipe down equipment after use, and provide hand sanitizer at all times.
- ✓ Don't share cloth towels or rags.
- ✓ Remove and store extra loose equipment from the training floor to minimize cleaning surfaces.
- ✓ Carry a personal water bottle instead of drinking directly from the community water fountain.
- ✓ Delegate staff cleaning duties, especially towards commonly shared pieces of equipment, including medicine balls, dumbbells, kettlebells, weight belts, bars and plates.
- ✓ Ensure that cleaning and sanitation procedures are extended to restrooms, locker rooms, carpet and flooring, exercise mats, water fountains, and athlete nutrition "fueling" stations.

### Training Safety: Risk Factors Following Periods of Inactivity



- ✓ Avoid high-volume submaximal exercises to fatigue, or performed within in a limited time frame.
- ✓ Emphasize a 10-20 minute daily dynamic warm-up for reestablishing sport-related movement patterns.
- ✓ Consider that prolonged inactivity increases the likelihood of delayed onset muscle soreness.
- ✓ Communicate regularly with the medical & coaching staffs about at-risk athletes, including athletes cardiac abnormalities, history of exertional or nonexertional collapse, asthma, and diabetes.
- ✓ Consider the use of daily readiness surveys and/or workload monitoring for tracking athlete status.
- ✓ Plan & adjust workouts to match environmental factors, especially in cases of high heat & humidity.
- ✓ Do not perform physically exhausting drills for the purpose of developing "mental toughness."

### The 50/30/20/10 Rule: Conditioning Training



### The F.I.T. Rule: Weight Training

F.I.T.	Week 1	Week 2
<b>FREQUENCY</b> Sessions per Movement or Muscle Group <i>Adapted for COVID-19</i>	2 Sessions per Week	2 Sessions per Week
<b>INTENSITY</b> Sets x Reps %1RM as a Decimal for Each Periodized Lift	11-30 Units	11-30 Units
<b>TIME</b> Rest Interval	1:4 Work:Rest	1:3 Work:Rest



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Primary reference: National Strength and Conditioning Association COVID-19 Return to Training Task Force. COVID-19: NSCA Guidance on Safe Return to Training for Athletes. May 2020. Available at: <http://nsca.com/covid-19-return-to-training>.  
 Additional references: Caterisano, A., et al. (2019). CSCCa and NSCA Joint Consensus Guidelines for Transition Periods: Safe Return to Training Following Inactivity. Strength and Conditioning Journal, 41(3), pp. 1-23; NCAA SSI Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletics. July 2019. Available at: <http://www.ncaa.org/sport-science-institute/preventing-catastrophic-injury-and-death-collegiate-athletes>



## NASB Monthly Update for Board Meetings - Agenda Item: AUGUST 2020

*View the Monthly Update in video form now at:*

<https://vimeo.com/442484701>

### “NASB Update”

As a board, some items you should be focused on during August include:

- Monitor progress of district goals, link goals to discussion and action items; Strategic Plan Progress Report
- Board/Administrators Budget Work Session; Certification of District’s Assessed Valuation; Public Budget Hearing / Adopt Budget due on or before September 20
- Review Alternative Education Program
- Learning Community attendance reports and budget due September 1
- Board/All Staff Gathering; Negotiations employee’s agent request recognition due September 1 (year preceding contract year)
- Committee on American civics due beginning of school year; State school safety director is required to complete an assessment of the security of each school building no later than August 31, 2020.

### NASB COVID-19 RESOURCE LINKS

- <http://members.nasbonline.org/index.php/news-resources/covid-19-resources>
- We are continuing to add a TON of fresh items & updates including links to the UNMC: COVID-19 Back to School Playbook; Contingency Planning Resources; YouTube updates & more!

### Networking & Events:

- <http://members.nasbonline.org/index.php/events>
- The first of 3 **Candidate Webinars** was July 27, look for two more in Sept & Oct!
- **Area Membership Meetings** will be a little different this year due to Covid-19 ... more to come!
- Is this year’s Board Member of the Year on your Board? Nominations for the annual Ann Mactier Award are due Sept 30<sup>th</sup> at <http://members.nasbonline.org/index.php/board-leadership/ann-mactier-school-board-member-of-the-year-award>

### Advocacy/2020 Legislative Session:

- The 2020 legislative session is currently underway and will wrap up mid-August. Keep tabs with all things pertinent to your school at NASB’s Govt Relations page at <http://members.nasbonline.org/index.php/government-relations>
- Stay engaged during the Session and follow along with the bills NASB is tracking at: <https://nasb.envisiams.com/legislative-bills> and through NASB’s **Legislative Notes** e-updates.

Follow NASB on twitter at [www.twitter.com/NASBOnline](http://www.twitter.com/NASBOnline) using the hashtag #liveNASB  
and on facebook at [www.facebook.com/NASBOnline](http://www.facebook.com/NASBOnline)

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for “This Month In ...” To access the latest newsletter, click here:  
<http://members.nasbonline.org/index.php/news-resources/board-notes>





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## **Future Planning**

**August 10, 2020**

8/11/20	New Teachers Report
8/12/20	All Teachers Report
8/17/20	Classified Staff Report
8/18/20	1st Day of Classes
8/24/20	Site Committee meeting with Gene Graves 5:30 PM
8/24/20	Board Work Session 7 PM/ Budget Hearing 6:45 PM
9/4/20	Tax Levy 2020/21 Hearing 6:15 PM
9/14/20	Regular Board Meeting 7 PM/ 6:30 PM Finance; 6 PM Site
9/28/20	Board Work Session 7 PM