

Loup City Public Schools Board of Education

Loup City Central Office
800 N. 8th Street
Loup City, NE

Phone: (308) 745-0120
Fax: (308) 745-0130
www.loupcitypublicschools.org

Regular Session

Monday, June 6, 2022

7:30 PM

Loup City Public Schools Library Board Room

7:30 PM

1. Call Meeting To Order:
 - A. Pledge of Allegiance
 - B. Announce Open Meetings Act - Posted in Meeting Room
 - C. Publication of Meeting
 - D. Approval of Agenda:
2. Consent Agenda:
 - A. Reading and Approval of Minutes from May 9, 2022 regular Board meeting and May 23, 2022 Cooperative Board meeting.
 - B. Approve Contracts & Resignations
 1. Discuss, consider and take all necessary action to approve the hire of Caitlyn Caron, Special Education Teacher.
3. Student Fee Hearing
 - A. Hearing of the Public on Proposed Student Fees for the 2022-2023 School Year.
4. Financial Report: Discuss, consider and take all necessary action to approve the financial report and payment of invoices in the amount of **\$410,283.50**.
5. Hearing of the Audience:
6. Discussion Items:
 - A. Summer School Report
 - B. Superintendent Evaluation
7. Action Items:
 - A. Discuss, consider and take all necessary action to approve the 2022-23 LCPS Student Fee schedule.
 - B. Discuss, consider and take all necessary action to approve the 2022-23 LCES Elementary Student Handbook
 - C. Discuss, consider and take all necessary action to approve the 2022-23 LCHS Secondary Student Handbook
 - D. Discuss, consider and take all necessary action to approve the 2022-23 LCPS Staff handbook.
 - E. Discuss, consider and take all necessary action to approve the 2022-23 ALC Cooperative Handbook.
 - F. Discuss, consider and take all necessary action to approve the 2022-23 ALC Coaches Handbook.
 - G. Discuss, consider and take all necessary action to approve the commons area flooring proposal from Kuszak Hardware.
8. Superintendent's Report
9. Committee Reports
 - A. Building Grounds and Transportation Committee Report
 - B. Curriculum and Americanism Committee Report
10. Future Meetings/Reminders:

Building, Grounds and Transportation, Wednesday, June 22, 7:30pm
Curriculum and Americanism committee, Monday, June 27, 7:30pm
Budget and Finance Committee, Monday, July 11, 6:30pm
LCPS Regular Board Meeting, Monday, July 11, 7:30pm
11. Shouts Outs!

ALC Track team performed well at State Championships last month. Special shout out to Caden Reeves for

placing 7th in the Pole Vault and Jessica Stieb for winning the Discus and the Shot Put. This was Jessica's second gold medal in the Shot Put event, as well as her second ALL-CLASS Gold medal in the Shot Put.

Thank you to all faculty and staff for a successful end of the school year. Many teachers worked extra hard adding CKLA/Amplify training to their schedules to finish the year.

Alumni Committee for a successful Alumni weekend!

Loup City Librarian, Audrey Heil, for the successful compilation of tools and materials to create an amazing "Maker-Space" in the Library.

12. Adjourn:

Note 1: The Board in its discretion may revise and consider any listed item at any time during the meeting.

Note 2: This agenda does not become final until 24 hours prior to the scheduled commencement of this meeting. All listed reports which are in writing are a part of the Agenda for this meeting and may contain action items or otherwise call for Board action on the subject matter(s) listed therein; complete copies of such reports, except for any legally confidential information are available upon request from the Office of the Superintendent of Schools as part of the agenda

Note 3: The Board of Education is empowered to act on any item listed on the Agenda at any time during the meeting, irrespective of the order listed. Further detail on agenda items may be obtained by speaking to the Superintendent. The Board of Education by the approval of all consent items is also approving, authorizing and directing the Board President, Board Secretary, the Superintendent or their designees to take or cause to be taken all necessary action and sign all documents necessary or appropriate to complete the matter or transaction as approved.

Note 4: The Open Meetings Act requires that agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Board releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question about a report or needs clarification about the sufficiency of any item on which action could be taken at this meeting should contact the Office of the Superintendent of Schools.

Note 5: The Board of Education reserves the right to go into closed session at its discretion, but will only do so for the prevention of needless injury to a person's reputation or for the protection of the public interest.

Public Notice for June 6, 2022

The Board of Education of Loup City Public Schools will meet in regular session on **June 6, 2022**, at 7:30 PM in the Loup City Public Schools, Room 334, 800 North 8th Street, Loup City, NE 68853-0628. An agenda for the meeting, which shall be kept continually current, is readily available for public inspection at the Superintendent's office during normal business hours. The current meeting agenda is also available on our district website:
<http://www.loupcitypublicschools.org>.

Public Notice for June 6, 2022

The Board of Education of Loup City Public Schools will meet in regular session on **June 6, 2022**, at 7:30 PM in the Loup City Public Schools, Room 334, 800 North 8th Street, Loup City, NE 68853-0628. An agenda for the meeting, which shall be kept continually current, is readily available for public inspection at the Superintendent's office during normal business hours. The current meeting agenda is also available on our district website:
<http://www.loupcitypublicschools.org>.

Loup City Public Schools Board of
Education Regular Session
Monday, May 9, 2022 7:30 PM Central

Loup City High School, Room 334
800 North 8th Street
Loup City, NE 68853-0628

Cindy Ericson: Present, Scott Friesen: Absent, Michael Kaminski: Present, Wayne Klein:
Present, Eric Kowalski: Absent, Kyle Kowalski: Present, Janelle Krzycki RN, BSN: Present,
Jamie Lewandowski: Present, Tina Treffer: Present. Present: 7, Absent: 2.

1. Call Meeting To Order:

1.A. Pledge of Allegiance

1.B. Announce Open Meetings Act - Posted in Meeting Room

1.C. Publication of Meeting: the regular Loup City Public Schools Board of Education meeting
was advertised in the Sherman County Times, on the front doors of the elementary and high
schools, on the school website and on the school marquee.

Motion by Janelle Krzycki RN, BSN, seconded by Tina Treffer, to verify publication of
meeting.. Motion Carried

Ericson: Yes, Friesen: Absent, Kaminski: Yes, Klein: Yes, Kowalski: Absent, Kowalski: Yes,
Krzycki: Yes, Lewandowski: Yes, Treffer: Yes
Yes: 7, No: 0, Absent: 2

1.D. Approval of Agenda:

Motion by Jamie Lewandowski, seconded by Wayne Klein, to approve agenda.. Motion Carried

Ericson: Yes, Friesen: Absent, Kaminski: Yes, Klein: Yes, Kowalski: Absent, Kowalski: Yes,
Krzycki: Yes, Lewandowski: Yes, Treffer: Yes
Yes: 7, No: 0, Absent: 2

2. Consent Agenda:

Motion by Wayne Klein, seconded by Jamie Lewandowski, to motion to approval all items on
the consent agenda.. Motion Carried

Ericson: Yes, Friesen: Absent, Kaminski: Abstain (With Conflict), Klein: Yes, Kowalski:
Absent, Kowalski: Yes, Krzycki: Yes, Lewandowski: Yes, Treffer: Yes
Yes: 6, No: 0, Absent: 2, Abstain (With Conflict): 1

2.A. Reading and Approval of Minutes from April 11, 2022 Board meeting.

2.B. Approve Contracts & Resignations

2.B.1. Resignation of Hallie Gray, Literacy Coordinator.

2.B.2. Resignation of Lynette Lafferty, Elementary SPED teacher.

2.B.3. Resignation of Sharon Brown, paraprofessional

2.B.4. Resignation of Holly Myers .5 FTE Librarian

2.B.5. Hire of Whitney Kaminski as Literacy Coordinator

3. Financial Report: Discuss, consider and take all necessary action to approve the financial
report and payment of invoices.

The Board Bills are significantly higher this month due to two invoices: the Apple iPad bill for \$203,623.50 which will be reimbursed from ESSER III funds and CHCAP Sixpence payment for Birth to 3 children for \$59,171.45 which will be reimbursed for the state.

Motion by Wayne Klein, seconded by Kyle Kowalski, to to approve the financial report and bills as presented.. Motion Carried

Ericson: Yes, Friesen: Absent, Kaminski: Yes, Klein: Yes, Kowalski: Absent, Kowalski: Yes, Krzycki: Yes, Lewandowski: Yes, Treffer: Yes

Yes: 7, No: 0, Absent: 2

4. Hearing of the Audience:

5. Discussion Items:

5.A. Natural Gas Choice Program, CJUMP

Greetings CJUMP member,

As promised, and to assist you in your budgeting processes, here is your natural gas pricing report for the current Choice Gas year.

The primary goal of the CJUMP program is to provide your school with a strong, budget-friendly natural gas price per therm, with additional goals of saving you money and avoiding market exposure. Nobody can predict what the natural gas market will do in the future, but it has been

rising steadily since the beginning of the year. With that in mind, the CJUMP purchasing committee made the following price locks for your region:

Central Region (through May 31, 2022):

75% Fixed Rate per therm lock: \$0.603

25% Fixed Rate per therm lock: \$0.641

What does this mean for your budget?

By taking advantage of market dips and locking in your gas, the CJUMP purchasing committee has effectively shielded your school from exposure to an unpredictable natural gas market. Since the committee locked in 100% of your gas, your effective bill rate for this program year will be \$0.612 per therm.

6. Negotiations Committee

7. Action Items:

7.A. Discuss, consider and take all necessary action to approve the 2022-2023 pay rate schedule. Motion by Janelle Krzycki RN, BSN, seconded by Jamie Lewandowski, to approve the 2022-23 pay rate scale.. Motion Carried

Ericson: Yes, Friesen: Absent, Kaminski: Yes, Klein: Yes, Kowalski: Absent, Kowalski: Yes, Krzycki: Yes, Lewandowski: Yes, Treffer: Yes

Yes: 7, No: 0, Absent: 2

7.B. Movement of June Loup City Public Schools Board of Education meeting from Monday, June 13, 2022 to Monday, June 6, 2022 at 7:30pm.

Motion by Michael Kaminski, seconded by Kyle Kowalski, to move the June, Loup City Public Schools, Board of Education meeting from Monday, June 13, 2022 to Monday, June 6, 2022 at 7:30pm.. Motion Carried

Ericson: Yes, Friesen: Absent, Kaminski: Yes, Klein: Yes, Kowalski: Absent, Kowalski: Yes, Krzycki: Yes, Lewandowski: Yes, Treffer: Yes

Yes: 7, No: 0, Absent: 2

8. Principal's Reports

8.A. Mr. Reikofski Report

8.B. Mr. Asche Report

9. Superintendent's Report

10. Committee Reports

10.A. Curriculum Committee Report

The committee reviewed grade level 2021-22 MAP data for fall, winter and spring in reading and math.

The committee reviewed the Americanism and civic education requirements in school according to LB 79-724. The vision and progress of civics education at Loup City Public Schools was discussed. An Americanism agenda item, with reports from teachers and Americanism will be on the July agenda with public comment welcomed, as usual.

10.B. Technology Committee

The Technology committee reviewed email on tech expenditures and equipment. The committee had a meeting conflicting with the FFA Banquet.

10.C. Building, Grounds and Transportation Committee

10.D. Budget and Finance Committee

11. Future Meetings/Reminders:

ALC Joint Board Meeting: Monday, May 23, 7:00pm in Loup City

Building, Grounds and Transportation, Wednesday, May 25, 7:30pm

*Regular Board of Education Meeting, Monday, June 6, 7:30pm (pending approval)

12. Shouts Outs!

Wall of Fame Selection Committee: thank you for the time and effort expended during the selection process.

Administrative Assistant day was April 27. We really appreciate ours: Becky Mroczek, Donna Mendyk and Business Manager Jami Spotanski.

13. Adjourn:

Motion by Jamie Lewandowski, seconded by Tina Treffer, to to adjourn at 8:54pm.. Motion Carried

Ericson: Yes, Friesen: Absent, Kaminski: Yes, Klein: Yes, Kowalski: Absent, Kowalski: Yes,
Krzycki: Yes, Lewandowski: Yes, Treffer: Yes
Yes: 7, No: 0, Absent: 2

Loup City Public Schools Board of
Education Special Session
Monday, May 23, 2022 7:00 PM Central

Loup City High School Commons
800 North 8th Street
Loup City, NE 68853-0628

Cindy Ericson: Present, Scott Friesen: Present, Michael Kaminski: Present, Wayne Klein:
Present, Eric Kowalski: Absent, Kyle Kowalski: Present, Janelle Krzycki RN, BSN: Absent,
Jamie Lewandowski: Present, Tina Treffer: Present. Present: 7, Absent: 2.

1. Call Meeting To Order:

1.A. Pledge of Allegiance

1.B. Announce Open Meetings Act - Posted in Meeting Room

1.C. Approval of Agenda:

1.D. Publication of Meeting

2. Discussion Items:

2.A. Cheerleading Program changes

2.B. Projected Enrollment

2.C. 2022-2023 Coaching Assignments

2.D. ALC Cooperative and Coaching Handbook suggested revisions

3. Future Meetings/Reminders:

4. Adjourn:

Motion by Cindy Ericson, seconded by Scott Friesen, to Motion to adjourn at 8:02pm.. Motion
Carried

Ericson: Yes, Friesen: Yes, Kaminski: Yes, Klein: Yes, Kowalski: Absent, Kowalski: Yes,
Krzycki: Absent, Lewandowski: Yes, Treffer: Yes

Yes: 7, No: 0, Absent: 2

June 6, 2022

Dear Loup City School Board,

I would like to recommend the hire of Caitlyn Caron as a Special Education teacher at Loup City Public Schools. Caitlyn is endorsed in Special Education and well as a reading specialist.

Ms. Caron is a native of New York and has been teaching in Virginia, while her husband was on active duty in the Navy. We are excited to welcome Caitlyn to our faculty. Thank you for your consideration.

Sincerely,

Dean Tickle

Dean Tickle, Superintendent

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

a. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

b. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law.

Building administrators will assure that

(a) such equipment is available in the appropriate classes and areas of the school buildings,

(b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

c. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

d. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

e. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$20.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$20. The dollar amount for damaged/lost devices and accessories is listed in the Fee Structure for the Loup City Public Schools 1:1 Program.

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

f. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

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

- Student Activity Card: \$20
 - Covers admission to all extracurricular events, *excludes NSAA Playoff events.*
- Future Business Leaders of America: \$25
- Student Council: \$15 dues
- Cheerleading: \$300 maximum for uniform
- Dance Team: \$300 maximum for uniform
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football: \$ 0
 - Students must provide their own football shoes, undergarments, and mouth guards

- Golf: \$0
 - Students must provide their own golf shoes, undergarments, and clubs
- Cross Country, Track, Volleyball, and Wrestling: \$0
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$20 dues, \$60 jacket
- FCCLA: \$20 dues
- Drama: \$40
- HS/JH Quiz Bowl: \$15
- Student Council: \$15 dues
- Textiles: \$20
- Culinary: \$20
- Senior Graduation Costs: \$60

g. Post-Secondary Education Costs.

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

h. Transportation Costs

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$0.

i. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve

any student's files or records. The district will charge a fee of \$.05 per page for reproduction of student records.

j. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or prekindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$0.

k. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount charged by the district for summer and night school shall be \$150 per course.

l. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities. The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

	Reduced Price	Full Price
K-3 Lunch	.40¢	\$2.85
4-12 Lunch	.40¢	\$3.00
K-3 Breakfast	.30¢	\$2.00
4-12 Breakfast	.30¢	\$2.00
Adult Lunch	NA	\$4.00
Adult Breakfast	NA	\$2.50
Milk		.45¢

m. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$50
 - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

n. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$20.

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

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

Adopted on: February 8, 2021

Revised on: June 6, 2022

Reviewed on: _____



U.S. BANK
P.O. BOX 8343
FARGO ND 58125-6343



ACCOUNT NUMBER 4485 5945 5562 1299
STATEMENT DATE 05-16-2022
AMOUNT DUE \$1,815.11
NEW BALANCE \$1,815.11

PAYMENT DUE ON RECEIPT

000004786 01 SP 0.530 106481503520552 P
LOUP CITY PUBLIC SCHOOLS
ATTN MAKENZI WOOLLEN
800 NORTH 8TH STREET
BOX 628
LOUP CITY NE 68853-0628

AMOUNT ENCLOSED
\$

Please make check payable to
U.S. BANK

U.S. BANK
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4485594555621299 000181511 000181511

Please tear payment coupon at perforation.

ACCOUNT MESSAGES

Your account is past due \$8.54. Past due amount is included in the minimum payment. Please remit immediately.

CORPORATE ACCOUNT SUMMARY									
LOUP CITY PUBLIC SCH 4485 5945 5562 1299	Previous Balance	Purchases And Other + Charges	+ Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	= New Balance	
Company Total	\$10,323.98	\$1,798.03	\$0.00	\$0.00	\$0.00	\$0.00	\$10,306.90	\$1,815.11	

CORPORATE ACCOUNT ACTIVITY									
LOUP CITY PUBLIC SCHOOLS 4485-5945-5562-1299						TOTAL CORPORATE ACTIVITY \$10,306.90 CR			
Post Date	Tran Date	Reference Number	Transaction Description			Amount			
04-21	04-18	74798262111000000000409	PAYMENT - THANK YOU 00000 C			4,749.14 PY			
05-16	05-13	74798262136000000000053	PAYMENT - THANK YOU 00000 C			5,557.76 PY			

NEW ACTIVITY				
LOUP CITY SCHOOLS 1 4485-5902-0018-1663	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
Budget Code	\$0.00	\$216.00	\$0.00	\$216.00

Approval _____

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4485-5945-5562-1299		ACCOUNT SUMMARY	
	STATEMENT DATE 05/16/22	DISPUTED AMOUNT .00	PREVIOUS BALANCE	10,323.98
		PURCHASES & OTHER CHARGES	1,798.03	
		CASH ADVANCES	.00	
		CASH ADVANCE FEES	.00	
		LATE PAYMENT CHARGES	.00	
		CREDITS	.00	
		PAYMENTS	10,306.90	
		AMOUNT DUE 1,815.11	ACCOUNT BALANCE	1,815.11
SEND BILLING INQUIRIES TO: U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335				



Company Name: LOUP CITY PUBLIC SCHOOLS
Corporate Account Number: 4485 5945 5562 1299
Statement Date: 05-16-2022

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-28	04-26	24270742117900018207853	✓ OMAHA ZOO ONLINE 402-7382062 NE	216.00

LOUP CITY SCHOOLS 2 4485-5900-0366-3396	CREDITS \$0.00	PURCHASES \$962.37	CASH ADV \$0.00	TOTAL ACTIVITY \$962.37
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-25	04-14	24013392112002339005370	✓ NATIONAL FFA ORGANIZATION INDIANAPOLIS IN	930.00
04-27	04-26	24492152116852782098882	✓ HOMEPRO 402-935-7733 UT	32.37

LOUP CITY SCHOOLS 4 4485-5910-0247-7929	CREDITS \$0.00	PURCHASES \$75.00	CASH ADV \$0.00	TOTAL ACTIVITY \$75.00
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-09	05-05	24137462126200194207349	✓ JOES MARKET LOUP CITY NE	75.00

LOUP CITY SCHOOLS 7 4485-5930-0015-0441	CREDITS \$0.00	PURCHASES \$150.66	CASH ADV \$0.00	TOTAL ACTIVITY \$150.66
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-26	04-25	24226382116091002481240	✓ SAMSCLUB #6461 GRAND ISLAND NE	150.66

LOUP CITY SCHOOLS 8 4485-5900-0600-5520	CREDITS \$0.00	PURCHASES \$344.00	CASH ADV \$0.00	TOTAL ACTIVITY \$344.00
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-28	04-26	24755422117171174349854	HILTON HOTELS 402-9983400 NE 1709429 ARRIVAL: 04-20-22	343.00
05-13	05-12	24492162132000016978425	BELLABEE INC. HTTPSWWW.BELL TX	1.00

LOUP CITY SCHOOLS 9 4485-5931-0015-0002	CREDITS \$0.00	PURCHASES \$50.00	CASH ADV \$0.00	TOTAL ACTIVITY \$50.00
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-09	05-05	24137462126200194213933	✓ JOES MARKET LOUP CITY NE	50.00



Company Name: LOUP CITY PUBLIC SCHOOLS
Corporate Account Number: 4485 5945 5562 1299
Statement Date: 05-16-2022

Department: 00000 Total:	\$1,798.03
Division: 00000 Total:	\$1,798.03



#1

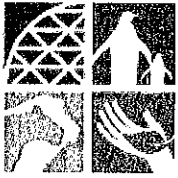
PaymentRECEIPT

Payment Receipt

Name : JASON OBERMILLER
 Email : jason.obermiller@lcpublic.org
 Customer No. : 215959
 Receipt Date : Tuesday, 26 April 2022
 Receipt Time : 13:15:41
 Amount : \$ 216.00
 Receipt No. : 1544700

Item	Total Amount
School Admission 7th Grade through 12th Grade	\$ 216.00
School Admission Chaperones	\$ 0.00
School Admission Chaperones	\$ 0.00





OMAHA'S
HENRY DOORLY
ZOO




Reservation **CONFIRMATION**

RECEIPT DETAILS:

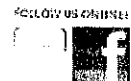
Name	:	JASON OBERMILLER
Email	:	jason.obermiller@lcpublic.org
Date of Purchase	:	Tuesday, 26 April 2022

BOOKING DETAILS:

	Booking Name	:	School Group Field Trip Admission
	Date	:	April 29, 2022
	Start Time	:	9:00 AM
	Booking ID	:	1583354

Ticket/Item	Qty	Amount
SchoolAdmission7thGradethrough12thGrade	27	\$ 216.00
SchoolAdmissionChaperones	6	\$ 0.00
SchoolAdmissionChaperones	3	\$ 0.00

Order Fee		\$ 0.00
Total Cost		\$ 216.00
Amount Paid	RECEIPT # 1544700	\$ 216.00
Balance Due		\$ 0.00



Order Confirmation

NATIONAL FFA ORGANIZATION

Receipt
Credit Card FFA Account
Harrington

DO NOT MAKE PAYMENT UNTIL INVOICE IS RECEIVED

PAGE	1
ORDER NO.	1695647
Date	4/14/22

8903
 S Loup City FFA
 O 800 N 8TH ST
 L LOUP CITY, NE 68853-0628
 D United States of America
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PAYMENT TYPE		PO#	SHIPPING METHOD					
CREDIT CARD			GROUND SHIPPING					
LINE	ITEM NO/	DESCRIPTION/SIZE/COLOR	ORDERED	PRICE	DISCOUNTED PRICE	AMOUNT	STS	EXP.RECV. BY DATE
1	02453-006X8	LASER EMBLEM PLAQUE	1.00	15.50	15.50	15.50	Ava1	4/27/22
		/6X8						
	LINE 1:	DeLynn Day						
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
2	02453-006X8	LASER EMBLEM PLAQUE	1.00	15.50	15.50	15.50	Ava1	4/27/22
		/6X8						
	LINE 1:	Kylie Jerabek						
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
3	02453-006X8	LASER EMBLEM PLAQUE	1.00	15.50	15.50	15.50	Ava1	4/27/22
		/6X8						
	LINE 1:	Cami Fulton						
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
4	02453-006X8	LASER EMBLEM PLAQUE	1.00	15.50	15.50	15.50	Ava1	4/27/22
		/6X8						
	LINE 1:	Danica Heil						
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
5	02453-006X8	LASER EMBLEM PLAQUE	1.00	15.50	15.50	15.50	Ava1	4/27/22
		/6X8						

Continued . . .

Item Status that show "Available" will deliver within 4-10 working days, with the exception of jackets. Please allow 2 weeks delivery directly from the manufacturer.
 Item Status that show "Direct Shipped" will ship from the manufacturer. Allow 4-6 weeks for delivery.
 Item Status that show "Back Ordered" will ship from our warehouse shortly. Allow 2-4 weeks for delivery.

Order Confirmation

NATIONAL FFA ORGANIZATION

DO NOT MAKE PAYMENT UNTIL INVOICE IS RECEIVED

PAGE	2
ORDER NO.	1695647
Date	4/14/22

8903
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PAYMENT TYPE		PO#	SHIPPING METHOD					
CREDIT CARD			GROUND SHIPPING					
LINE	ITEM NO/	DESCRIPTION/SIZE/COLOR	ORDERED	PRICE	DISCOUNTED PRICE	AMOUNT	STS	EXP.RECV. BY DATE
	LINE 1:	Landri Loos						
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
6	02453-006X8		1.00	15.50	15.50	15.50	Ava1	4/27/22
	LASER EMBLEM PLAQUE /6X8							
	LINE 1:	Mallory Tuma						
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
7	02453-006X8		1.00	15.50	15.50	15.50	Ava1	4/27/22
	LASER EMBLEM PLAQUE /6X8							
	LINE 1:	Hailey Rademacher						
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
8	02453-006X8		1.00	15.50	15.50	15.50	Ava1	4/27/22
	LASER EMBLEM PLAQUE /6X8							
	LINE 1:	Libby Ference						
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
9	02453-006X8		1.00	15.50	15.50	15.50	Ava1	4/27/22
	LASER EMBLEM PLAQUE /6X8							
	LINE 1:	Caden Kowalski						

Continued . . .

Item Status that show "Available" will deliver within 4-10 working days, with the exception of jackets. Please allow 2 weeks delivery directly from the manufacturer.
 Item Status that show "Direct Shipped" will ship from the manufacturer. Allow 4-6 weeks for delivery.
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Order Confirmation

NATIONAL FFA ORGANIZATION

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PAGE	3
ORDER NO.	1695647
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PAYMENT TYPE		PO#	SHIPPING METHOD					
CREDIT CARD			GROUND SHIPPING					
LINE	ITEM NO/	DESCRIPTION/SIZE/COLOR	ORDERED	PRICE	DISCOUNTED PRICE	AMOUNT	STS	EXP.RECV. BY DATE
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
10	02453-006X8	LASER EMBLEM PLAQUE /6X8	1.00	15.50	15.50	15.50	Ava1	4/27/22
	LINE 1:	Jaxson Kusek						
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
11	02453-006X8	LASER EMBLEM PLAQUE /6X8	1.00	15.50	15.50	15.50	Ava1	4/27/22
	LINE 1:	Parker Slobaszewski						
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
12	02453-006X8	LASER EMBLEM PLAQUE /6X8	1.00	15.50	15.50	15.50	Ava1	4/27/22
	LINE 1:	Conner Slobaszewski						
	LINE 2:	Chapter Star Member						
	LINE 3:	2021-2022						
13	02453-006X8	LASER EMBLEM PLAQUE /6X8	1.00	15.50	15.50	15.50	Ava1	4/27/22
	LINE 1:	Dalton Lewandowski						
	LINE 2:	Chapter Star Member						

Continued . . .

Item Status that show "Available" will deliver within 4-10 working days, with the exception of jackets. Please allow 2 weeks delivery directly from the manufacturer.
 Item Status that show "Direct Shipped" will ship from the manufacturer. Allow 4-6 weeks for delivery.
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Order Confirmation

NATIONAL FFA ORGANIZATION

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ORDER NO.	1695647
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PAYMENT TYPE		PO#	SHIPPING METHOD					
CREDIT CARD			GROUND SHIPPING					
LINE	ITEM NO/	DESCRIPTION/SIZE/COLOR	ORDERED	PRICE	DISCOUNTED PRICE	AMOUNT	STS	EXP.RECV. BY DATE
14	02453-006X8	LASER EMBLEM PLAQUE /6X8	2021-2022 1.00	15.50	15.50	15.50	Ava1	4/27/22
		LINE 1:	Eva Jaixen					
		LINE 2:	Chapter Star Member					
		LINE 3:	2021-2022					
15	02453-006X8	LASER EMBLEM PLAQUE /6X8	2021-2022 1.00	15.50	15.50	15.50	Ava1	4/27/22
		LINE 1:	Nicole Chilewski					
		LINE 2:	Chapter Star Member					
		LINE 3:	2021-2022					
16	02453-006X8	LASER EMBLEM PLAQUE /6X8	2021-2022 1.00	15.50	15.50	15.50	Ava1	4/27/22
		LINE 1:	Zoe Wardyn					
		LINE 2:	Chapter Star Member					
		LINE 3:	2021-2022					
17	02453-006X8	LASER EMBLEM PLAQUE /6X8	2021-2022 1.00	15.50	15.50	15.50	Ava1	4/27/22
		LINE 1:	Aiden Curlo					
		LINE 2:	Chapter Star Member					
		LINE 3:	2021-2022					

Continued . . .

Item Status that show "Available" will deliver within 4-10 working days, with the exception of Jackets. Please allow 2 weeks

delivery directly from the manufacturer.

Item Status that show "Direct Shipped" will ship from the manufacturer. Allow 4-6 weeks for delivery.

Item Status that show "Back Ordered" will ship from our warehouse shortly. Allow 2-4 weeks for delivery.

Order Confirmation

NATIONAL FFA ORGANIZATION

DO NOT MAKE PAYMENT UNTIL INVOICE IS RECEIVED

PAGE	5
ORDER NO.	1695647
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PAYMENT TYPE		PO#	SHIPPING METHOD					
CREDIT CARD			GROUND SHIPPING					
LINE	ITEM NO/	DESCRIPTION/SIZE/COLOR	ORDERED	PRICE	DISCOUNTED PRICE	AMOUNT	STS	EXP.RECV. BY DATE
18	02453-006X8	LASER EMBLEM PLAQUE	1.00	15.50	15.50	15.50	Ava1	4/27/22
		/6X8						
		LINE 1:	Gavin Schriener					
		LINE 2:	Chapter Star Member					
		LINE 3:	2021-2022					
19	02453-006X8	LASER EMBLEM PLAQUE	1.00	15.50	15.50	15.50	Ava1	4/27/22
		/6X8						
		LINE 1:	Dillon Heil					
		LINE 2:	Chapter Star Member					
		LINE 3:	2021-2022					
20	02453-006X8	LASER EMBLEM PLAQUE	1.00	15.50	15.50	15.50	Ava1	4/27/22
		/6X8						
		LINE 1:	Eli Jaixen					
		LINE 2:	Chapter Star Member					
		LINE 3:	2021-2022					
21	02453-006X8	LASER EMBLEM PLAQUE	1.00	15.50	15.50	15.50	Ava1	4/27/22
		/6X8						
		LINE 1:	Will Krolkowski					
		LINE 2:	Chapter Star Member					
		LINE 3:	2021-2022					
22	02453-006X8	LASER EMBLEM PLAQUE	1.00	15.50	15.50	15.50	Ava1	4/27/22
		/6X8						

Continued . . .

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Item Status that show "Direct Shipped" will ship from the manufacturer. Allow 4-6 weeks for delivery.

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Order Confirmation

NATIONAL FFA ORGANIZATION

DO NOT MAKE PAYMENT UNTIL INVOICE IS RECEIVED

PAGE	6
ORDER NO.	1695647
Date	4/14/22

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PAYMENT TYPE		PO#	SHIPPING METHOD					
CREDIT CARD			GROUND SHIPPING					
LINE	ITEM NO/	DESCRIPTION/SIZE/COLOR	ORDERED	PRICE	DISCOUNTED PRICE	AMOUNT	STS	EXP. REC. BY DATE
	LINE 1:		Tayler Obermiller					
	LINE 2:		Chapter Star Member					
	LINE 3:		2021-2022					
23	403-4000	EMBROIDERED FFA TIE	10.00	15.50	15.50	155.00	Ava1	4/27/22
		NAVY/						
24	GS3-4000	EMBROIDERED FFA WATERFAL SCARF	10.00	12.50	12.50	125.00	Ava1	4/27/22
		NAVY/						
25	00963-7900	EMBLEM TIE BAR	1.00	7.50	7.50	7.50	B/O	5/04/22
		GOLD/						
26	SCF1-0900	STAR CHAPTER FARMER PIN	20.00	3.00	3.00	60.00	Ava1	4/27/22
		SILV/						
27	ADVG-7900	ADVISOR PIN	1.00	3.00	3.00	3.00	Ava1	4/27/22
		GOLD/						
28	COSET-0900	CHAPTER OFFICER PIN SET - 6	1.00	15.00	15.00	15.00	Ava1	4/27/22
		SILV/						
29	CERTGD-3000	GREENHAND DEGREE PAPER-PKG 25	1.00	10.00	10.00	10.00	Ava1	4/27/22
		GREN/						
30	CERTDD-4200	DISCOVERY DEGREE PAPER-PKG 25	1.00	10.00	10.00	10.00	Ava1	4/27/22
		BLUE/						

Continued . . .

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Item Status that show "Direct shipped" will ship from the manufacturer. Allow 4-6 weeks for delivery.

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Order Confirmation

NATIONAL FFA ORGANIZATION

DO NOT MAKE PAYMENT UNTIL INVOICE IS RECEIVED

PAGE	7
ORDER NO.	1695647
Date	4/14/22

8903
 S Loup City FFA
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 L LOUP CITY, NE 68853-0628
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PAYMENT TYPE		PO#	SHIPPING METHOD				
CREDIT CARD			GROUND SHIPPING				
LINE	ITEM NO/ DESCRIPTION/SIZE/COLOR	ORDERED	PRICE	DISCOUNTED PRICE	AMOUNT	STS	EXP. REC. BY DATE
31	CERTCD-4200 CHAPTER DEGREE PAPER - PKG 25 BLUE/	1.00	10.00	10.00	10.00	Aval	4/27/22
32	CERTO A-4200 OUTSTANDING ACHVMNT PAPR-PKG25 BLUE/	1.00	10.00	10.00	10.00	Aval	4/27/22
33	CD1A-2900 GREENHAND DEGREE BFLY CLASP PI BRNZ/	20.00	1.75	1.75	35.00	Aval	4/27/22
34	CD2A-0900 CHAPTER DEGREE BFLY CLASP PIN SILV/	20.00	1.75	1.75	35.00	Aval	4/27/22
35	CD3A-2900 DISCOVERY DEGREE BFLY CLASP PI BRNZ/	20.00	1.75	1.75	35.00	Aval	4/27/22
Subtotal:					851.50		
Freight:					86.00		
Deposits:					937.50		
Grand Total:					.00		

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Item Status that show "Direct Shipped" will ship from the manufacturer. Allow 4-6 weeks for delivery.

Item Status that show "Back Ordered" will ship from our warehouse shortly. Allow 2-4 weeks for delivery.



7986 S. 1530 W.
West Jordan, UT 84088

www.hproclean.com

Phone # (801) 553-0788 Fax # (801) 553-1688

Sales Order ^{#2}

Date	S.O. No.
4/27/2022	22000774

Name / Address

LOUP CITY PUBLIC SCHOOLS
Tom Kuligowski
800 N 8th St
Loup City, Nebraska 68853
US

Ship To

LOUP CITY PUBLIC SCHOOLS
Tom Kuligowski
800 N 8TH ST
LOUP CITY, NE 68853-8020
US

Cust Account #	Cust P.O. No.	Payment Terms	Payment Ref	Rep	Ship Via
		PRE-PAID			FedEx- Ground

Item	Description	Ordered Qty	Delivered Qty	Price	Amount
86007130	8.600-713.0 Switch, Rocker- 2 position (72128)	1	1	21.10	21.10
FREIGHT	Shipping & Handling	1	1	11.27	11.27

Subtotal	\$32.37
Sales Tax (0.0%)	\$0.00
Total	\$32.37

By signing here, you acknowledge the receipt of items contained within this packing list and to the terms of invoicing HomePro Vacuum, LLC. You agree to pay within the specified terms and any late fees or penalty that may result in default. Return authorization is required for all product returns and may be subject to restocking fee.

#4

JOES MARKET
733 O STREET
LOUP CITY, NE
(308) 745-1652

JOES MARKET
733 O STREET
LOUP CITY, NE
(308) 745-1652

Mrch 000000000000
TerminalID: 917534

Mrch 000000000000
TerminalID: 917534

Gift Cards #S627211XXXXX2188
Auth # 020612 Account Type: primary
Lane # 01 Cashier # 12
05/05/22 16:39 Ref/Seq # 019167
EPS Sequence # 019167
Activate \$ 25.00

End Bal \$ 25.00

Gift Cards #S627211XXXXX2196
Auth # 032305 Account Type: primary
Lane # 01 Cashier # 12
05/05/22 16:39 Ref/Seq # 019168
EPS Sequence # 019168
Activate \$ 25.00

End Bal \$ 25.00

CASHIER NAME: GENA
STORE:00611 REGISTER:001 CASHIER:0012
TICKET#:0123 5MAY2022 16:39:08

CASHIER NAME: GENA
STORE:00611 REGISTER:001 CASHIER:0012
TICKET#:0123 5MAY2022 16:39:08

THANK YOU

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VISIT HTTP://JOESMARKETLC.COM

THANK YOU

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sam's club

CLUB MANAGER CARLOS DILLON
(308) 384 - 0622
GRAND ISLAND, NE
04/26/22 15:36 3594 06461 004 2449

DUSTI

7 @ 5.68
E 332599 ICMT SPR DCF 39.06 N
E 200399 GATORADE FRF 14.88 N
6 @ 8.38
E 980228888 DM SLC PECHF 50.28 N
E 980177805 FRT BYTHE FF 15.48 N
E 980177805 FRT BYTHE FF 15.48 N
E 980177805 FRT BYTHE FF 15.48 N
SUBTOTAL 150.66
TOTAL 150.66
VISA CREDIT VISA TEND 150.66
**** * 0441 I 2
APPROVAL # 001427
AID A000000003101001
ARC 324C3BAD64FC9DD2
TERMINAL # SC010702
CHANGE DUE 0.00

Visit samsclub.com to see your savings

ITEMS SOLD 17

TC# 6010 1476 1628 6433 3038 0



*** MEMBER COPY ***

JOES MARKET

733 O STREET
LOUP CITY, NE
(308) 745-1652

Mrch 000000000000
TerminalID: 917534

Gift Cards #S627211XXXXX2204
Auth # 048075 Account Type: primary
Lane # 01 Cashier # 12
05/05/22 16:39 Ref/Seq # 019166
EPS Sequence # 019166
Activate \$ 25.00

End Bal \$ 25.00

CASHIER NAME: GENA
STORE:00611 REGISTER:001 CASHIER:0012
TICKET#:0123 5MAY2022 16:39:08

THANK YOU

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HILTON OMAHA
 1001 CASS STREET
 OMAHA, NE 68102
 United States of America
 TELEPHONE 402-998-3400 • FAX 402-998-4242
 Reservations
 www.hilton.com or 1 800 HILTONS

KUSZAK, JANET
 48579 790TH RD
 ASHTON NE 68817
 UNITED STATES OF AMERICA

Room No: 5082/Q2D
 Arrival Date: 4/20/2022 7:11:00 PM
 Departure Date: 4/22/2022 8:18:00 AM
 Adult/Child: 1/0
 Cashier ID: ROD
 Room Rate: 162.00
 AL:
 HH # 246580278 BLUE
 VAT #
 Folio No/Che 1709429 A

Confirmation Number: 3229995537

HILTON OMAHA 4/26/2022 1:49:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
4/20/2022	PARKING SELF - OVERNIGHT	MGREEN	7095776	\$9.50		
4/21/2022	PARKING SELF - OVERNIGHT	MGREEN	7096905	\$9.50		
4/26/2022	VS *5520	ROD	7100879		(\$343.00)	
4/26/2022	GUEST ROOM	ROD	7100880	\$162.00		
4/26/2022	GUEST ROOM	ROD	7100881	\$162.00		
BALANCE						\$0.00

CREDIT CARD DETAIL

APPR CODE	219820	MERCHANT ID	8033206247
CARD NUMBER	VS *6952	EXP DATE	04/23
TRANSACTION ID	7097525	TRANS TYPE	Sale

JOES MARKET

733 O STREET
LOUP CITY, NE
(308) 745-1652

Mrch 000000000000
TerminalID: 917534

Gift Cards #S627211XXXXX2121
Auth # 048097 Account Type: primary
Lane # 01 Cashier # 12
05/05/22 16:40 Ref/Seq # 019170
EPS Sequence # 019170
Activate \$ 25.00

End Bal \$ 25.00

CASHIER NAME: GENA
STORE:00611 REGISTER:001 CASHIER:0012
TICKET#:0124 5MAY2022 16:40:46

THANK YOU

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VISIT HTTP://JOESMARKET.LC.COM

JOES MARKET

733 O STREET
LOUP CITY, NE
(308) 745-1652

#9

Mrch 000000000000
TerminalID: 917534

Gift Cards #S627211XXXXX2113
Auth # 048102 Account Type: primary
Lane # 01 Cashier # 12
05/05/22 16:41 Ref/Seq # 019171
EPS Sequence # 019171
Activate \$ 25.00

End Bal \$ 25.00

CASHIER NAME: GENA
STORE:00611 REGISTER:001 CASHIER:0012
TICKET#:0124 5MAY2022 16:40:46

THANK YOU

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COMMENTS: JOESMARKET611@GMAIL.COM
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Fund: 05 Activity Fund

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	FUND BALANCE	906.61	0.00	0.00	0.00	0.00	0.00	906.61
05 704 0200	GENERAL ACTIVITIES	67,991.15	1,647.13	0.00	0.00	0.00	0.00	66,344.02
05 704 0201	RED RAIDER DRAMA	3,040.30	10.89	0.00	0.00	0.00	0.00	3,029.41
05 704 0202	RED RAIDER SPEECH	6,054.83	0.00	0.00	0.00	0.00	0.00	6,054.83
05 704 0203	DISTRICT EVENTS	3,845.44	20.00	0.00	0.00	0.00	0.00	3,825.44
05 704 0281	CHEERLEADERS	39.39	0.00	0.00	0.00	0.00	0.00	39.39
05 704 0282	CROSS COUNTRY	271.31	0.00	0.00	0.00	0.00	0.00	271.31
05 704 0284	GIRLS BASKETBALL	939.81	0.00	0.00	0.00	0.00	0.00	939.81
05 704 0288	TRACK	622.59	0.00	0.00	0.00	0.00	0.00	622.59
05 704 0289	VOLLEYBALL	880.18	0.00	0.00	0.00	0.00	0.00	880.18
05 704 0300	FFA	10,567.47	3,075.73	0.00	0.00	0.00	0.00	7,491.74
05 704 0303	DANCE TEAM	480.76	0.00	0.00	0.00	0.00	0.00	480.76
05 704 0306	BAND RESALE	43.71	0.00	0.00	0.00	0.00	0.00	43.71
05 704 0307	BAND FUNDRAISER	2,345.53	0.00	0.00	0.00	0.00	0.00	2,345.53
05 704 0308	ANNUAL STAFF	1,290.49	0.00	0.00	0.00	0.00	0.00	1,290.49
05 704 0310	STUDENT COUNCIL	7,130.26	2,220.07	0.00	0.00	0.00	0.00	4,910.19
05 704 0312	FCCLA	2,849.99	0.00	0.00	0.00	0.00	0.00	2,849.99
05 704 0330	FCA	1,992.46	0.00	0.00	0.00	0.00	0.00	1,992.46
05 704 0332	CLASS OF 2021	(154.83)	0.00	0.00	0.00	0.00	0.00	(154.83)
05 704 0333	CLASS OF 2022	1,441.50	636.00	0.00	0.00	0.00	0.00	805.50
05 704 0335	CLASS OF 2023	4,251.32	103.00	0.00	0.00	0.00	0.00	4,148.32
05 704 0336	CLASS OF 2024	2,816.46	0.00	0.00	0.00	0.00	0.00	2,816.46
05 704 0337	CLASS OF 2025	1,011.80	0.00	0.00	0.00	0.00	0.00	1,011.80
05 704 0338	CLASS OF 2026	1,087.85	0.00	0.00	0.00	0.00	0.00	1,087.85
05 704 0339	CLASS OF 2027	80.00	0.00	0.00	0.00	0.00	0.00	80.00
05 704 0402	SCHOLARSHIP FUND	4,153.00	0.00	0.00	0.00	0.00	0.00	4,153.00
05 704 0600	TECHNOLOGY FEES	18,161.28	882.00	0.00	0.00	0.00	0.00	17,279.28
05 704 0800	COURTSEY FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0900	SHOP CLASS	317.20	0.00	0.00	0.00	0.00	0.00	317.20
05 704 0901	AFTER SCHOOL PROGRAM	575.33	0.00	0.00	0.00	0.00	0.00	575.33
05 704 0902	LCPS WELLNESS	1,701.45	0.00	0.00	0.00	0.00	0.00	1,701.45
05 704 0903	LOCAL TO LUNCH	(1,742.86)	0.00	0.00	0.00	0.00	0.00	(1,742.86)
05 704 0904	HS PRINCIPAL	1,535.15	10.00	0.00	0.00	0.00	0.00	1,525.15
05 704 0905	ELEM PRINCIPAL	895.28	145.96	0.00	0.00	0.00	0.00	749.32
05 704 0906	LCPS FINES	545.13	0.00	0.00	0.00	0.00	0.00	545.13
05 704 0907	FBLA	2,095.78	0.00	0.00	0.00	0.00	0.00	2,095.78
05 704 0908	CIRCLE OF FRIENDS	334.16	0.00	0.00	0.00	0.00	0.00	334.16
05 704 0909	PERSONAL FINANCE	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
05 704 0910	FAMILY & CONSUMER SCIENCE	130.00	0.00	0.00	0.00	0.00	0.00	130.00
Fund Total: 05		160,527.28	8,750.78	0.00	0.00	0.00	0.00	151,776.50

Loup City Public Schools

ALMQUIST MALTZAHN GALLOWAY & LUTH PC	125 PLAN ADMINISTRATION	\$	159.00
APPLE INC	LOGITECH CRAYONS/IPADS	\$	12,834.40
BLACK HILLS ENERGY	SERVICE	\$	3,892.58
CENTRAL NEBRASKA BOBCAT	SKIDSTEER TIRE	\$	245.21
CITY OF LOUP CITY	SERVICE	\$	1,027.82
CORPORATE PAYMENT SYSTEMS	CREDIT CARD	\$	509.91
DAS STATE ACCOUNTING--CENTRAL FINANCE	SERVICE	\$	259.49
DIVERSIFIED DRUG TESTING, LLC	BUS DRIVER TESTING	\$	260.00
E S U #10	SERVICES	\$	15,484.61
EAKES OFFICE PLUS	COPY/FAX CONTRACT	\$	3,096.63
GALLAWAY, HEATHER	2021-2022 2ND SEMESTER MILEAGE	\$	601.45
HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	\$	341.90
HOMETOWN LEASING	COPIER/SOFTWARE LEASE	\$	809.60
IXL LEARNING	IXL LICENSE	\$	4,200.00
JOE'S MARKET	SUPPLIES	\$	58.24
JONES SCHOOL SUPPLY CO.,INC	RIBBONS	\$	302.40
KUSZAK HARDWARE & VARIETY	SUPPLIES	\$	459.32
LOUP CITY LANES	K-6 BOWLING	\$	439.75
LOUP CITY LUNCH FUND	STAFF INSERVICE MEALS	\$	740.00
MATHESON TRI-GAS, INC.	INDUSTRIAL TECH SUPPLIES	\$	69.21
MCCARVILLE, JOHN	2021-2022 2ND SEMESTER MILEAGE	\$	2,078.24
MCCLARY STORAGE	CAR WASH TOKENS	\$	100.00
MCI MEGA PREFERRED	SERVICE	\$	59.57
MIDTOWN TIRE & AUTO LLC	WATER WHEEL TIRE	\$	19.00
NE COUNCIL OF SCHOOL ADMIN.	SUPERINTENDENT DUES	\$	40.00
NEBRASKA PUBLIC POWER DISTRICT	SERVICE	\$	4,696.32
ONTOCOLLEGE	ACT PREP	\$	2,600.00
PAPER101	COPY PAPER	\$	1,796.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES	POSTAGE LEASE	\$	240.45
PRESTO-X COMPANY	SERVICE	\$	166.11
RASMUSSEN MECHANICAL SERVICES	MAINTENANCE AGREEMENT	\$	1,833.00
RESERVE ACCOUNT-PITNEY BOWES	POSTAGE	\$	300.00
SCHAUPPS DISPOSAL LLC	SERVICE	\$	325.00
SHERMAN COUNTY TIMES	ADVERTISEMENT	\$	136.37
SHRED--IT USA	SHREDDING SVC	\$	93.40
STAPLES ADVANTAGE	LIBRARY SUPPLIES	\$	52.67
STIEB, CHRISTINA	2021-2022 2ND SEMESTER MILEAGE	\$	981.52
TRENTON D. SNOW, LLC	SURVEY TRACK & FOOTBALL FIELD	\$	775.00
U.S. POSTAL SERVICE	PO BOX FEE	\$	226.00
UNIVERSITY OF NEBRASKA LINCOLN	REIKOFSKI SUMMIT REGISTRATION	\$	60.00
VAN DIEST SUPPLY COMPANY	FERTILIZER	\$	1,548.50
VERIZON WIRELESS	SERVICE	\$	75.51
VIRCO INC.	CHAIR	\$	171.10
WELLS FARGO VENDOR FIN SERV	COPIER LEASE	\$	722.05
TOTAL		\$	64,887.33
PAYROLL		\$	347,396.17
		\$	412,283.50

LUNCH PAYROLL \$12,977.97

**Expenditure Report by Function/Object -
Summary**

06/03/2022 11:56 AM

User ID: JS

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
6412	IDEA PART B PROPORTIONATE SHARE	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00
6421	IDEA PART B (611) ARP BASE & POVERTY 0 TO 21	0.00	0.00	14,055.00	0.00	(14,055.00)	0.00	0.00	(14,055.00)
6422	IDEA PRESCHOOL (619) ARP BASE/ENROLL POVERTY	0.00	0.00	1,120.00	0.00	(1,120.00)	0.00	0.00	(1,120.00)
6968	TITLE IV, PART B 21ST CENT COMM LRNING	67,950.00	2,289.61	31,531.00	46.40	36,419.00	0.00	0.00	36,419.00
6997	ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	250,000.00	13,834.40	241,832.90	96.73	8,167.10	0.00	0.00	8,167.10
8000	TRANSFERS (OUTGOING)	60,000.00	0.00	0.00	0.00	60,000.00	0.00	0.00	60,000.00
9000	NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	General Fund	6,645,000.00	412,286.50	4,721,217.38	71.05	1,923,782.62	0.00	0.00	1,923,782.62

**Expenditure Report by Function/Object -
Summary**

06/03/2022 11:56 AM

User ID: JS

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:	6,645,000.00	412,286.50	4,721,217.38	71.05	1,923,782.62	0.00	0.00	1,923,782.62

Fund: 01 General Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL DISTRICT TAXES	4,737,997.00	0.00	3,944,457.67	83.25	793,539.33
01 1120	PUBLIC POWER DIST SALES TAX	30,000.00	0.00	0.00	0.00	30,000.00
01 1125	MOTOR VEHICLE TAX	155,000.00	0.00	141,849.68	91.52	13,150.32
01 1140	PENALTIES AND INTEREST	0.00	0.00	13,920.05	0.00	(13,920.05)
01 1510	INTEREST ON INVESTMENTS	10,000.00	0.00	1,611.62	16.12	8,388.38
01 1911	LOCAL LICENSE FEES	1,500.00	0.00	620.00	41.33	880.00
01 1990	OTHER LOCAL RECEIPTS	2,000.00	0.00	0.00	0.00	2,000.00
Subtotal: LOCAL RECIEPTS		4,936,497.00	0.00	4,102,459.02	83.10	834,037.98
01 2110	COUNTY FINES/LICENSE FEES	15,000.00	0.00	14,500.60	96.67	499.40
01 2210	ESU RECEIPTS	10,000.00	0.00	2,300.00	23.00	7,700.00
Subtotal: COUNTY AND ESU RECEIPTS		25,000.00	0.00	16,800.60	67.20	8,199.40
01 3110	STATE AID	27,736.00	0.00	24,966.00	90.01	2,770.00
01 3120	SPED PROGRAMS (SCHOOL AGE)	180,000.00	0.00	137,381.00	76.32	42,619.00
01 3130	HOMESTEAD EXEMPTION	0.00	0.00	19,767.58	0.00	(19,767.58)
01 3131	PROPERTY TAX CREDIT	0.00	0.00	430,306.09	0.00	(430,306.09)
01 3180	PRO-RATE MOTOR VEHICLE	10,000.00	0.00	8,084.32	80.84	1,915.68
01 3400	STATE APPORTIONMENT	30,000.00	0.00	41,768.61	139.23	(11,768.61)
01 3512	DISTANCE ED INCENTIVE PYMTS	0.00	0.00	1,688.56	0.00	(1,688.56)
01 3535	HIGH ABILITY LEARNERS GRANT	2,000.00	0.00	3,575.00	178.75	(1,575.00)
01 3541	EARLY CHILDHOOD ENDOWMENT GRANT	0.00	0.00	77,175.00	0.00	(77,175.00)
01 3599	OTHER STATE CATEGORICAL PROGRAMS	120,000.00	0.00	0.00	0.00	120,000.00
Subtotal: STATE RECEIPTS		369,736.00	0.00	744,712.16	201.42	(374,976.16)
01 4310	REAP	0.00	0.00	21,110.00	0.00	(21,110.00)
01 4505	TITLE I, PART A ESSA	45,000.00	0.00	0.00	0.00	45,000.00
01 4509	TITLE II PART A ESSA	0.00	0.00	125.00	0.00	(125.00)
01 4512	IDEA PART B(611) BASE ALLOCATION	30,000.00	0.00	0.00	0.00	30,000.00
01 4518	IDEA PART B (611) BASE & POVERTY ALLOC	0.00	0.00	101,327.00	0.00	(101,327.00)
01 4521	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	3,046.00	0.00	(3,046.00)
01 4525	FEDERAL VOCATIONAL ED	0.00	0.00	100.00	0.00	(100.00)
01 4531	TITLE IV, PART B ESSA - 21ST CENT COMM	35,000.00	0.00	38,929.00	111.23	(3,929.00)
01 4708	MEDICAID REIMBURSEMENT (MIPS)	10,000.00	0.00	7,028.25	70.28	2,971.75
01 4709	MAAPS MEDICAID AMIN ACTIVITY	30,000.00	0.00	15,130.57	50.44	14,869.43
01 4969	TITLE IV, PART A	0.00	0.00	3,025.00	0.00	(3,025.00)
Subtotal: FEDERAL RECEIPTS		150,000.00	0.00	189,820.82	126.55	(39,820.82)
01 5690	OTHER NON-REVENUE RECEIPTS	4,000.00	0.00	4,815.72	120.39	(815.72)
Subtotal: 5000		4,000.00	0.00	4,815.72	120.39	(815.72)
Fund Total:		5,485,233.00	0.00	5,058,608.32	92.22	426,624.68

Fund: 02 Depreciation Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INTEREST	0.00	0.00	851.56	0.00	(851.56)
	Subtotal: LOCAL RECIEPTS	0.00	0.00	851.56	0.00	(851.56)
	Fund Total:	0.00	0.00	851.56	0.00	(851.56)

Fund: 05 Activity Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1510	INTEREST	0.00	0.00	178.69	0.00	(178.69)
05 1710 0200	GENERAL ACTIVITIES REVENUE	0.00	0.00	9,852.44	0.00	(9,852.44)
05 1710 0201	RED RAIDER DRAMA REVENUE	0.00	0.00	6,578.70	0.00	(6,578.70)
05 1710 0202	RED RAIDER SPEECH REVENUE	0.00	0.00	884.00	0.00	(884.00)
05 1710 0203	DISTRICT EVENTS REVENUE	0.00	0.00	3,342.08	0.00	(3,342.08)
05 1710 0281	CHEERLEADERS REVENUE	0.00	0.00	3,761.34	0.00	(3,761.34)
05 1710 0284	GIRLS BASKETBALL REVENUE	0.00	0.00	1,624.81	0.00	(1,624.81)
05 1710 0288	TRACK REVENUE	0.00	0.00	142.05	0.00	(142.05)
05 1710 0300	FFA REVENUE	0.00	0.00	24,018.60	0.00	(24,018.60)
05 1710 0303	DANCE TEAM REVENUE	0.00	0.00	2,785.33	0.00	(2,785.33)
05 1710 0306	BAND RESALE REVENUE	0.00	0.00	200.00	0.00	(200.00)
05 1710 0307	BAND FUNDRAISER REVENUE	0.00	0.00	680.85	0.00	(680.85)
05 1710 0308	ANNUAL STAFF REVENUE	0.00	0.00	2,345.00	0.00	(2,345.00)
05 1710 0310	STUDENT COUNCIL REVENUE	0.00	0.00	5,406.13	0.00	(5,406.13)
05 1710 0312	FCCLA REVENUE	0.00	0.00	1,444.00	0.00	(1,444.00)
05 1710 0333	CLASS OF 2022 REVENUE	0.00	0.00	1,688.25	0.00	(1,688.25)
05 1710 0335	CLASS OF 2023 REVENUE	0.00	0.00	6,113.00	0.00	(6,113.00)
05 1710 0336	CLASS OF 2024 REVENUE	0.00	0.00	1,953.00	0.00	(1,953.00)
05 1710 0337	CLASS OF 2025 REVENUE	0.00	0.00	1,369.75	0.00	(1,369.75)
05 1710 0338	CLASS OF 2026 REVENUE	0.00	0.00	1,772.50	0.00	(1,772.50)
05 1710 0339	CLASS OF 2027 REVENUE	0.00	0.00	20.00	0.00	(20.00)
05 1710 0600	TECHNOLOGY FEES REVENUE	0.00	0.00	1,446.70	0.00	(1,446.70)
05 1710 0902	LCPS WELLNESS REVENUE	0.00	0.00	180.00	0.00	(180.00)
05 1710 0904	HS PRINCIPAL REVENUE	0.00	0.00	51.85	0.00	(51.85)
05 1710 0905	ELEM PRINCIPAL REVENUE	0.00	0.00	313.17	0.00	(313.17)
05 1710 0907	FBLA REVENUE	0.00	0.00	1,386.53	0.00	(1,386.53)
05 1710 0910	FAMILY & CONSUMER SCIENCE REVENUE	0.00	0.00	10.00	0.00	(10.00)
Subtotal: LOCAL RECIEPTS		0.00	0.00	79,548.77	0.00	(79,548.77)
Fund Total:		0.00	0.00	79,548.77	0.00	(79,548.77)

Revenue Summary Report
Processing Month: 06/2022

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	5,485,233.00	0.00	5,139,008.65	93.69	346,224.35

2021-2022

	Revised Budget	Expended during month	Expenditures to date	%of Budget (0.08%)	Balance EOM
Sep-19	\$ 6,579,482	\$ 440,072	\$ 440,072	6.69%	\$ 6,139,410
Sep-20	\$ 6,597,847	\$ 443,559	\$ 443,558	6.72%	\$ 6,154,288
Sep-21	\$ 6,645,000	\$ 497,699	\$ 497,699	7.49%	\$ 6,147,301
	Revised Budget	Expended during month	Expenditures to date	%of Budget (0.16%)	Balance EOM
Oct-19	\$ 6,579,482	\$ 410,063	\$ 850,135	12.92%	\$ 5,729,347
Oct-20	\$ 6,597,847	\$ 486,826	\$ 930,384	14.10%	\$ 5,667,463
Oct-21	\$ 6,645,000	\$ 439,153	\$ 936,852	14.10%	\$ 5,708,148
	Revised Budget	Expended during month	Expenditures to date	%of Budget (25%)	Balance EOM
Nov-19	\$ 6,579,482	\$ 456,380	\$ 1,306,515	19.86%	\$ 5,272,967
Nov-20	\$ 6,597,847	\$ 458,810	\$ 1,389,194	21.06%	\$ 5,208,653
Nov-21	\$ 6,645,000	\$ 474,062	\$ 1,410,914	21.23%	\$ 5,234,086
	Revised Budget	Expended during month	Expenditures to date	%of Budget (33.3%)	Balance EOM
Dec-19	\$ 6,579,482	\$ 388,072	\$ 1,694,587	25.76%	\$ 4,884,895
Dec-20	\$ 6,597,847	\$ 399,784	\$ 1,788,978	27.11%	\$ 4,808,869
Dec-21	\$ 6,645,000	\$ 431,618	\$ 1,842,532	27.73%	\$ 4,802,468
	Revised Budget	Expended during month	Expenditures to date	%of Budget (41.6%)	Balance EOM
Jan-20	\$ 6,579,482	\$ 413,272	\$ 2,107,860	32.04%	\$ 4,471,622
Jan-21	\$ 6,597,847	\$ 422,721	\$ 2,211,700	33.52%	\$ 4,386,147
Jan-22	\$ 6,645,000	\$ 416,593	\$ 2,259,126	34.00%	\$ 4,385,874
	Revised Budget	Expended during month	Expenditures to date	%of Budget (50%)	Balance EOM
Feb-20	\$ 6,579,482	\$ 431,617	\$ 2,539,477	38.60%	\$ 4,040,005
Feb-21	\$ 6,597,847	\$ 446,704	\$ 2,658,403	40.29%	\$ 3,939,444
Feb-22	\$ 6,645,000	\$ 497,964	\$ 2,759,092	41.52%	\$ 3,885,907
	Revised Budget	Expended during month	Expenditures to date	%of Budgetm (58.3%)	Balance EOM
Mar-20	\$ 6,579,482	\$ 340,694	\$ 2,880,171	43.78%	\$ 3,699,311
Mar-21	\$ 6,597,847	\$ 385,949	\$ 3,044,352	46.14%	\$ 3,553,495
Mar-22	\$ 6,645,000	\$ 444,455	\$ 3,203,550	48.21%	\$ 3,441,450
	Revised Budget	Expended during month	Expenditures to date	%of Budget (66.6%)	Balance EOM
Apr-20	\$ 6,579,482	\$ 412,593	\$ 3,292,765	50.50%	\$ 3,286,717
Apr-21	\$ 6,597,847	\$ 415,468	\$ 3,459,820	52.44%	\$ 3,138,027
Apr-22	\$ 6,645,000	\$ 432,119	\$ 3,251,918	48.94%	\$ 3,393,082

	Revised Budget	Expended during month	Expenditures to date	%of Budget (75%)	Balance EOM
May-20	\$ 6,579,482	\$ 447,753	\$ 3,740,518	56.85%	\$ 2,838,964
May-21	\$ 6,597,847	\$ 445,034	\$ 3,904,853	59.18%	\$ 2,692,994
May-22	\$ 6,645,000	\$ 672,970	\$ 4,308,931	64.84%	\$ 2,336,069
	Revised Budget	Expended during month	Expenditures to date	%of Budget (83.3%)	Balance EOM
Jun-20	\$ 6,579,482	\$ 358,375	\$ 4,098,893	62.30%	\$ 2,480,589
Jun-21	\$ 6,597,847	\$ 578,850	\$ 4,483,704	67.96%	\$ 2,114,143
Jun-22	\$ 6,645,000	\$ 412,286	\$ 4,721,217	71.05%	\$ 1,923,783
	Revised Budget	Expended during month	Expenditures to date	%of Budget (91.6)	Balance EOM
Jul-20	\$ 6,579,482	\$ 375,708	\$ 4,474,601	68.01%	\$ 2,104,881
Jul-21	\$ 6,597,847	\$ 410,983	\$ 4,894,687	74.19%	\$ 1,703,160
Jul-22	\$ 6,645,000				
	Revised Budget	Expended during month	Expenditures to date	%of Budget (100%)	Balance EOM
Aug-20	\$ 6,579,482	\$ 418,531	\$ 4,893,132	74.37%	\$ 1,686,350
Aug-21	\$ 6,597,847	\$ 435,188	\$ 5,329,875	80.78%	\$ 1,267,972
Aug-22	\$ 6,645,000				

Activity Fund Balance Report - Summary - Include Encumbrances
 08/2021 - 06/2022

Fund: 15 Arcadia Activity Fund

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
15 704	FUND BALANCE	152,079.12	0.00	2,004.08	0.00	0.00	0.00	154,083.20
15 704 0100	GENERAL	(58,347.56)	5,706.43	11,780.00	0.00	0.00	0.00	(52,273.99)
15 704 0250	BASKETBALL	4,400.44	12,300.80	8,079.45	16.00	0.00	0.00	163.09
15 704 0282	CROSS COUNTRY	(1,148.84)	1,098.42	621.00	0.00	0.00	0.00	(1,626.26)
15 704 0283	FOOTBALL	(27,267.24)	5,640.84	5,889.50	0.00	0.00	0.00	(27,018.58)
15 704 0285	GOLF	(14,449.14)	3,031.73	480.00	0.00	0.00	0.00	(17,000.87)
15 704 0288	TRACK	(4,497.90)	5,620.86	4,119.00	1,740.00	0.00	0.00	(7,739.76)
15 704 0289	VOLLEYBALL	(16,903.61)	6,182.29	4,707.14	0.00	0.00	0.00	(18,378.76)
15 704 0290	WRESTLING	(24,338.61)	10,253.62	2,026.38	0.00	0.00	0.00	(32,565.85)
Fund Total: 15		9,526.66	49,834.99	39,706.55	1,756.00	0.00	0.00	(2,357.78)

June 6, 2022

Here are the invoices for the Apple devices, equipment warranty and JAMF licenses.

May 2022 invoices:

iPads - 370 devices (waiting on 5 more) - **\$164,280**
Elementary Cases - 80 - **\$2,796**
Keyboard Cases - 300 - **\$29,985**
JAMF device management licenses - 375 - **\$6,562.50**

last month's payments

Apple Care Plus - 375 - **\$18,375**

Total to date = \$221,998.50

June 2022 invoices:

iPads - 5 devices - **\$2,245**
212 Logitech crayons - **\$10,589.40**

Total this month - \$12,834.40

Total to date = \$234,832.90

This would complete the Apple order for equipment and software purchases for Board approved quote 2211009836.



**Superintendent Standards
and Evaluation Process**

Adopted, November 12, 2018

Superintendent Evaluation

The Loup City Public Schools consists of process guidelines, the evaluation instrument, and performance targets.

Process Guidelines

- The board president shall notify board members that the evaluation is scheduled, and each board member will receive a copy of the evaluation instrument with the following additional items:
 - A list of the superintendent accomplishments for the year;
 - A self-evaluation/assessment by the superintendent using the evaluation instrument including comments and any evidence or artifacts;
 - The superintendent's performance targets.
- Each board member will complete the rating and comment section of the evaluation instrument.
- The board president or designee will review and compile all individual ratings and comments into a draft evaluation summary.
- The board president will meet with all board members in a closed session, if appropriate and necessary, to review the draft summary and build consensus among board members on the strengths and recommended areas for improvement, as reflected in the evaluation summary.
- The board will summarize the evaluation, consider contract renewal, and take official action in an open session.
- The board may contact outside interest groups for information on the superintendent's performance.

Evaluation Documents:

Superintendent Evaluation Instrument
Superintendent Performance Targets Superintendent
Evaluation Summary

Evaluation Definitions:

The following definitions are to assist the individual completing the evaluation with understanding the rubrics associated with the standards and indicators. Evidence and artifacts are used to complete an effective evaluation.

Needs Improvement: There is little or no evidence of the standards and indicators being implemented or accomplished.

Developing: There is evidence of some standards and indicators being implemented or accomplished. Identified indicators may not be at the desired level of the board. These indicators may not be fully developed or consistently implemented.

Effective: There is evidence that supports the standards and indicators are being fully implemented.

Highly Effective: The evidence of the implementation exceeds the expectations of the board relative to the standards or indicators.

Comments on rating and evidence: Comments should relate to the standards, indicators, or evidence and provide clear guidance or commendation.

Performance Targets: Specific, measurable performance outcomes that will be accomplished during the year. The targets may be tied to the district's shared vision and strategic direction or may be a priority area identified by the superintendent or the board.

Meets Expectations: Once the input has been gathered and reviewed and the summary is completed, there is ample evidence the superintendent is meeting the standards and indicators of performance.

Does Not Meet Expectations: Once the input has been gathered and reviewed and the summary is completed, there is little or no evidence the superintendent is meeting the standards and indicators of performance.

Improvement Plan: If there are standards and indicators toward which the superintendent needs improvement or development, the board may require specific action for improvement on those standards and indicators.

Superintendent Evaluation Instrument

1. Shared Vision and Strategic Direction

The superintendent leads the development and implementation of a shared vision, strategic direction, and goals that reflect the district’s core values, beliefs, and priorities.

Indicators

1. Develops and implements a shared vision and strategic direction that guides the district into supporting high expectations for student achievement.
2. Partners with the board of education and key community constituents in the development of the shared vision and strategic direction.
3. Ensures the shared vision and strategic direction represents the current and future needs of the district and school community.
4. Engages constituents within the district and school community to develop a commitment to the shared vision and the strategic direction.
5. Continually models and reinforces commitment to the shared vision through the use of diverse communication strategies.
6. Routinely solicits feedback—including periodic review and revision of the shared vision and strategic direction—with input from students, parents, staff, administrators, board members, and the community.

<input type="checkbox"/>	<p><i>Needs Improvement</i></p> <ul style="list-style-type: none"> ➤ <i>Shared vision and strategic direction are not documented</i> ➤ <i>Constituents and stakeholders have no or limited engagement in the vision/direction</i> ➤ <i>No evidence of routine feedback or review</i>
<input type="checkbox"/>	<p><i>Developing</i></p> <ul style="list-style-type: none"> ➤ <i>Vision or direction is documented</i> ➤ <i>Some evidence of constituent engagement</i> ➤ <i>Some evidence of feedback and review</i>
<input type="checkbox"/>	<p><i>Effective</i></p> <ul style="list-style-type: none"> ➤ <i>Vision and direction are documented and used to guide the district</i> ➤ <i>Evidence of engagement with constituents in development and implementation of strategic direction</i> ➤ <i>Evidence of progress, feedback, and review</i>
<input type="checkbox"/>	<p><i>Highly Effective</i></p> <ul style="list-style-type: none"> ➤ <i>Vision and direction are documented with measurable outcomes, which are appropriate for the organizational context and guide the district</i> ➤ <i>Evidence of engagement with constituents in development and implementation of strategic direction</i> ➤ <i>Evidence of progress, feedback, and review including input from board, administrators, teachers, students, and parents</i>

Comments on rating and/or evidence:

2. Board, Policy, and the Education System

The superintendent provides direction for the board in policy development and district governance within the political, social, economic, or legal context in which the district exists.

Indicators

1. Actively and continually fosters board relationships, and keeps board members informed and engaged in development.
2. Proactively responds to district needs and policy priorities.
3. Provides leadership in the compliance, review, and development of local policy.
4. Stays current on, responds to, and advocates for state or federal policy, as needed to support the district's shared vision and strategic direction.
5. Collaboratively works to influence local, district, state, and national decisions impacting student learning.

<input type="checkbox"/>	<p>Needs Improvement</p> <ul style="list-style-type: none"> ➤ Limited or inconsistent communication with board members ➤ Policies are outdated, not in compliance with state or federal law, or not routinely reviewed ➤ No evidence of collaborative practice to influence decisions impacting student learning
<input type="checkbox"/>	<p>Developing</p> <ul style="list-style-type: none"> ➤ Provides updates and communicates regularly with board members ➤ Policies are routinely updated ➤ Uses some collaborative strategies at the local level
<input type="checkbox"/>	<p>Effective</p> <ul style="list-style-type: none"> ➤ Engages board members in district needs and policy priorities ➤ Policies are consistently reviewed and developed to incorporate state or federal policy, as needed ➤ Some evidence of strategies to influence local, state, and national decisions
<input type="checkbox"/>	<p>Highly Effective</p> <ul style="list-style-type: none"> ➤ Actively and consistently engages board members in district needs and policy priorities ➤ Evidence of leadership in compliance, review, and development of local policies ➤ Evidence of collaborative support to influence local, state, and national decision

Comments on rating and/or evidence:

3. Collaboration with Families and Community

The superintendent leads through a collaborative process engaging all stakeholders and mobilizing community resources in support of the vision and strategic direction of the school district.

Indicators

1. Communicates regularly and openly with families and stakeholders in the community about the district, school(s), students, needs, challenges and accomplishments.
2. Maintains a presence in the district/school community to understand its strengths and needs.
3. Understands and is engaged with community needs, priorities, and resources.
4. Models collaboration within the organization and encourages collaboration between administrators, teachers, families and the community at the school level.

<input type="checkbox"/>	<p>Needs Improvement</p> <ul style="list-style-type: none"> ➤ Little or no evidence of collaboration in the organization ➤ Little or no evidence of consistent communication with families and stakeholders ➤ Little or no evidence of engagement with community organizations, or community activities ➤ Little or no evidence of identification of community needs, priorities, or resources
<input type="checkbox"/>	<p>Developing</p> <ul style="list-style-type: none"> ➤ Some evidence of collaboration in the organization ➤ Some communication of school activities with families through newsletters and/or district website ➤ Participates in some community organizations or activities such as the Chamber and service organizations ➤ Demonstrates awareness of community needs, priorities, and resources
<input type="checkbox"/>	<p>Effective</p> <ul style="list-style-type: none"> ➤ Routinely collaborates with board members and staff ➤ Routinely uses oral and written communication strategies with families and the community regarding school activities and student achievement ➤ Actively involved in community organizations or activities, such as the Chamber, or service organizations ➤ Recognizes some community needs, priorities, or resources in the district and school planning. ➤ Ensures engagement of administrators, teachers, families, and community
<input type="checkbox"/>	<p>Highly Effective</p> <ul style="list-style-type: none"> ➤ Models collaboration and supports staff collaboration throughout the organization ➤ Engages families and community stakeholders through routine and consistent oral and written communication strategies regarding school activities and student achievement ➤ Provides leadership and active participation in community organizations or activities such as the Chamber or service

Comments on rating and/or evidence:

4. Continuous Improvement and Accountability

The superintendent promotes student success through a clearly defined process of accountability and a culture of continuous improvement.

Indicators

1. Demonstrates a commitment to accountability by modeling and ensuring everyone is held accountable for student success.
2. Systematically reviews, anticipates, and analyzes emerging trends and innovative strategies to continually improve all elements of the system.
3. Maintains comprehensive and current information about student progress, academic achievement, and school(s) and district effectiveness.
4. Makes informed recommendations to the board and makes decisions based on multiple data sources.
5. Engages families and communities on student needs, successes, and challenges on a regular basis.
6. Aligns district processes with state and national indicators of quality, accreditation, and accountability.

<input type="checkbox"/> Needs Improvement <ul style="list-style-type: none"> ➤ <i>Little or no evidence of innovation or continuous improvement</i> ➤ <i>Little or no evidence of student information guiding decision-making</i> ➤ <i>Little or no evidence of use of quality indicators to guide district planning or practice</i>
<input type="checkbox"/> Developing <ul style="list-style-type: none"> ➤ <i>Some evidence of continuous improvement and innovation</i> ➤ <i>Student information is used to guide decision-making</i> ➤ <i>Some quality indicators/accreditation standards guide district planning and practice</i>
<input type="checkbox"/> Effective <ul style="list-style-type: none"> ➤ <i>Evidence of the use of some systematic review or emerging trends and innovation in continuous improvement process</i> ➤ <i>Information on student progress and achievement is used for planning and decision-making</i> ➤ <i>Alignment between district and state quality indicators for accreditation and accountability</i>
<input type="checkbox"/> Highly Effective <ul style="list-style-type: none"> ➤ <i>Strategic, comprehensive continuous improvement process incorporating emerging trends and innovation</i> ➤ <i>Comprehensive and current information on student progress and achievement is available and utilized in decision-making</i> ➤ <i>Clear PK-12 alignment between district/state/national indicators of quality, accreditation, and accountability</i>

Comments on rating and/or evidence:

5. Teaching and Learning

The superintendent ensures student success through continuous improvement and leadership focused on evidence-based practices in teaching and learning.

Indicators

1. Ensures the implementation of a coherent system of curriculum, instruction and assessment that aligns with the shared vision, is culturally responsive and embodies high expectations.
2. Communicates high expectations for student achievement that is accomplished by a data- driven approach that produces effective results.
3. Ensures district/school curriculum and programs are research-based and innovative and provide learning experiences and opportunities that lead all students to success at the next level.
4. Ensures curricular and programmatic expectations are available for review and input by students, parents, and community members.
5. Monitors and supports the implementation of research-based, instructional practices.

<input type="checkbox"/>	<p>Needs Improvement</p> <ul style="list-style-type: none"> ➤ <i>Little or no evidence of high expectations of student achievement</i> ➤ <i>Little or no evidence of a written curriculum</i> ➤ <i>Little or no evidence of programmatic or curriculum review or input</i> ➤ <i>Little or no evidence of consistency or continual improvement of instructional practices</i>
<input type="checkbox"/>	<p>Developing</p> <ul style="list-style-type: none"> ➤ <i>Some evidence of high expectations of student achievement</i> ➤ <i>Written curriculum is evident in most subject areas</i> ➤ <i>Written curriculum and programmatic expectations are available in most subject areas and most programs for students, parents, and community</i> ➤ <i>Instructional practices have some consistency and some on-going improvement</i>
<input type="checkbox"/>	<p>Effective</p> <ul style="list-style-type: none"> ➤ <i>High expectations are clearly and consistently communicated and monitored</i> ➤ <i>Written curriculum is developed, monitored, and adjusted</i> ➤ <i>Written curriculum and programmatic expectations are available in all subject areas and all programs for students, parents, and community</i> ➤ <i>Instructional process and practices are consistent with ongoing improvement</i>
<input type="checkbox"/>	<p>Highly Effective</p> <ul style="list-style-type: none"> ➤ <i>Data-driven high expectations of student achievement and monitoring of progress</i> ➤ <i>Written curriculum is designed to provide equitable and challenging learning experiences and is routinely monitored and adjusted</i> ➤ <i>Written curriculum and programmatic expectations are available in all subject areas and all programs for students, parents, and community review and input</i> ➤ <i>Continual improvement of Instructional processes is monitored and enhanced with best practices</i>

Comments on rating and/or evidence:

6. Personnel Leadership

The superintendent effectively uses strategies, processes, and systems to hire, develop and retain high-performing personnel who demonstrate a shared commitment to student success.

Indicators

1. Ensures the necessary personnel and financial resources are allocated to achieve the district's shared vision and strategic direction.
2. Implements human resources systems and processes that address:
 - recruitment, hiring and induction;
 - evaluation and retention; and
 - short-term and long-term planning reflective of personnel needs.
3. Creates a comprehensive system of professional development for all personnel.

<input type="checkbox"/>	<p>Needs Improvement</p> <ul style="list-style-type: none"> ➤ Little or no evidence of alignment of personnel and financial resources with district strategic vision or plan ➤ Little or no evidence of short or long-term personnel planning ➤ Little or no evidence of modeling lifelong learning
<input type="checkbox"/>	<p>Developing</p> <ul style="list-style-type: none"> ➤ Some evidence of alignment of personnel and financial resource allocation to achieve district vision and direction ➤ Some evidence of short-term and long-term personnel planning ➤ Some evidence of participation in lifelong learning activities
<input type="checkbox"/>	<p>Effective</p> <ul style="list-style-type: none"> ➤ Evidence of alignment of personnel and financial resource allocation to achieve district vision and direction ➤ Short-term and long-term planning that address recruitment, induction, development, evaluation, and retention of high-performing diverse staff is in place ➤ Evidence of on-going modeling of lifelong learning
<input type="checkbox"/>	<p>Highly Effective</p> <ul style="list-style-type: none"> ➤ Evidence of ongoing strategic planning to ensure personnel and financial resources are allocated to achieve district vision and direction ➤ Short-term and long-term planning that address recruitment, induction, development, evaluation, and retention of high-performing diverse staff is in place, reviewed, and monitored ➤ Models lifelong learning by engaging and applying ongoing professional development

Comments on rating and/or evidence:

7. **Systems Leadership and Management**

The superintendent promotes student success by managing the organizational structure and resources in a way that ensures a safe, efficient, and effective learning environment.

Indicators

1. Ensures business processes and systems are in place for budgeting and financial planning.
2. Communicates expectations that align board and district vision with the use of physical and financial resources of the district.
3. Uses a systems approach that optimizes the use of facilities and transportation while maintaining a focus on clean, updated, safe, and secure facilities and vehicles.
4. Identifies and resolves issues, manages conflicts and builds consensus about the use of physical and financial resources of the district.

<input type="checkbox"/>	<p>Needs Improvement</p> <ul style="list-style-type: none"> ➤ <i>Business processes are out of date and not clearly linked to student learning and success</i> ➤ <i>Facilities/Transportation are not up-to-date, clean, safe, and secure</i> ➤ <i>Little evidence of building consensus, managing conflict, and resolving operational issues</i>
<input type="checkbox"/>	<p>Developing</p> <ul style="list-style-type: none"> ➤ <i>Most business processes in place and using current best practices but not clearly linked to student learning and success</i> ➤ <i>Some evidence of facility/transportation planning, with fairly clean and safe facilities</i> ➤ <i>Manages operational issues with little or no conflict</i>
<input type="checkbox"/>	<p>Effective</p> <ul style="list-style-type: none"> ➤ <i>Business processes are in place using current best practices with a clear priority on student learning and success</i> ➤ <i>Processes are in place for ongoing facility/transportation planning and facilities; and vehicles are clean, safe and secure</i> ➤ <i>Manages operational issues with little or no conflict and builds some consensus</i>
<input type="checkbox"/>	<p>Highly Effective</p> <ul style="list-style-type: none"> ➤ <i>Business processes are in place using current best practices and are organized and reported to clearly link with the priority of student learning and success</i> ➤ <i>Processes are in place for optimizing facilities and transportation through planning; and a priority focus is on clean, updated, safe, and secure facilities and vehicles</i> ➤ <i>Identifies and resolves operational issues, manages conflict, and builds consensus</i>

Comments on rating and/or evidence:

8. Equity, Climate, and Culture

The superintendent fosters and monitors district climate and culture to ensure equity and enhance the academic, physical, social, and emotional growth of all students.

Indicators

1. Creates a school system in which shared vision on equity and equitable practices are the norm.
2. Develops processes and programs that support the academic, physical, social, and emotional growth of all students.
3. Visibly and actively develops and communicates a positive and responsive culture of high expectations and well-being for self, staff and all students.

<input type="checkbox"/>	<p>Needs Improvement</p> <ul style="list-style-type: none"> ➤ Little or no evidence of a shared vision on equity or equitable practices ➤ Little or no evidence that leadership promotes a sense of well-being, valuing diversity, and grounded in trust ➤ Little or no evidence of a responsive culture of high expectations
<input type="checkbox"/>	<p>Developing</p> <ul style="list-style-type: none"> ➤ Some evidence of shared vision on equity and equitable practices ➤ Some evidence that the leadership team promotes a sense of well-being, valuing diversity, and grounded in trust ➤ Some evidence of a responsive culture of high expectations
<input type="checkbox"/>	<p>Effective</p> <ul style="list-style-type: none"> ➤ Shared vision on equity and equitable practices is evident through professional learning ➤ Leadership team promotes a sense of well-being, valuing diversity, and grounded in trust through communication processes and district procedures ➤ Communication processes promote a culture of high expectations for self, staff, and all students
<input type="checkbox"/>	<p>Highly Effective</p> <ul style="list-style-type: none"> ➤ Shared vision on equity and equitable practices is the norm through professional development, district processes, and procedures; and, is validated through an annual student/staff climate survey ➤ Leadership team ensures a sense of well-being, valuing diversity, and grounded in trust through communication processes and district procedures; and, is validated through an annual student/staff climate survey ➤ Communication processes and annual student/staff climate survey validates a culture of high expectations for self, staff, and all students

Comments on rating and/or evidence:

9. Leadership, Conduct, and Professional Growth

The superintendent leads with enthusiasm, fairness, and integrity; demonstrates a high level of personal and professional conduct; participates in professional learning opportunities; and, models continuous improvement.

Indicators

1. Leads with dignity and respect.
2. Ensures implementation of policy and practice is consistent.
3. Models and articulates ethical behavior.
4. Consistently holds others in the district accountable for demonstrating integrity and ethical behavior.
5. Participates in professional growth and leadership opportunities to model the continuous improvement needs of self and the organization.

<input type="checkbox"/>	<p>Needs Improvement</p> <ul style="list-style-type: none"> ➤ <i>Does not demonstrate dignity or respect when communicating with students, staff, families, or community members</i> ➤ <i>Decisions do not appear to be just, fair, or equitable</i> ➤ <i>Does not model or hold others accountable for demonstrating ethical behavior</i> ➤ <i>Does not participate in professional development or leadership activities</i>
<input type="checkbox"/>	<p>Developing</p> <ul style="list-style-type: none"> ➤ <i>Does not consistently demonstrate dignity or respect when communicating with students, staff, families, or community members</i> ➤ <i>Decisions do not consistently appear to be just, fair or equitable</i> ➤ <i>Models ethical behavior but does not consistently hold others accountable for demonstrating ethical behavior</i> ➤ <i>Participates in some professional development.</i>
<input type="checkbox"/>	<p>Effective</p> <ul style="list-style-type: none"> ➤ <i>Demonstrates dignity and respect when communicating with students, staff, families, or community members</i> ➤ <i>Most decisions appear to be just, fair, or equitable</i> ➤ <i>Models ethical behavior and generally holds others accountable for demonstrating ethical behavior</i> ➤ <i>Participates in professional development that is aligned with district vision and direction</i>
<input type="checkbox"/>	<p>Highly Effective</p> <ul style="list-style-type: none"> ➤ <i>Consistently demonstrates dignity and respect when communicating with students, staff, families, or community members</i> ➤ <i>Decisions consistently appear to be just, fair, and equitable</i> ➤ <i>Models integrity and ethical behavior and consistently holds others accountable for demonstrating integrity and ethical behavior</i> ➤ <i>Participates in professional growth and development that is aligned with district vision and direction and takes the initiative to be involved in leadership opportunities in the profession and/or community</i>

Comments on rating and/or evidence:

Superintendent Performance Targets

Clearly identify two or three significant performance targets to be accomplished through superintendent leadership during the next year. These targets must be specific and measurable and integrate with the district's shared vision and strategic direction.

<p>Performance Target:</p> <p>Measure of Success or Evidence:</p> <p>Comments:</p>

<p>Performance Target:</p> <p>Measure of Success or Evidence:</p> <p>Comments:</p>

<p>Performance Target:</p> <p>Measure of Success or Evidence:</p> <p>Comments:</p>

<p><i>Summary Comments/Recommendations</i></p>

Superintendent Evaluation Summary

1. Shared Vision and Strategic Direction

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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2. Board, Policy, and the Education System

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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3. Collaboration with Families and Community

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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4. Continuous Improvement and Accountability

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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5. Teaching and Learning

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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6. Personnel Leadership

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------

7. Systems Leadership and Management

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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8. Equity, Climate, and Culture

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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9. Leadership, Conduct, and Professional Growth

<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Developing <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective	Summary Comments/Recommendations:
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- Meets Expectations; Recommend Contract Renewal
- Improvement Plan attached; Recommend Contract Renewal
- Does Not Meet Expectations; Do Not Recommend Contract Renewal

Board President Signature

Date

Superintendent Signature

Date

Loup City Elementary School

STUDENT HANDBOOK



2022-23 Edition

Last Edited: May 25, 2022

Board Approved: June 6, 2022

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JC Loup City Public Schools

WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook that you must read, sign, and return no later than the Friday of the first week of school for the new school year..

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

Sincerely,

Dean Tickle
Superintendent of Schools

Intent of Handbook

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

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

Notice of Nondiscrimination

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

Name: Brenda Gregory
Title: Guidance Counselor
Address: 800 North 89th Street
Telephone: 308-745-0120 ex 305
E-mail: Brenda.Gregory@lcpublic.org

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

Mission Statement

Empowering Continual Success

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

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

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian: This list is not inclusive and the building principal reserves the right to grant other excused absences if deemed appropriate.

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)

2. Unsafe travel conditions
3. Medical appointments for the student or for a child whom the student is parenting
4. Death of the student's family member
5. Appearance at court or for other legal matters

Excessive Absenteeism

When a student receives 3 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 21 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

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

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or principal approved absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds four days.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school Business Manager's office. Any check for these payments should be made out to Loup City Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

Books and Supplies

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

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

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

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

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

Reporting Bullying

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

Bullying Investigations

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

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water.
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Students should remain at their tables until they are dismissed.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or

cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

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

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the building principal or designee.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear over shoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call 308-745-0120 ex 203.

Communicating with Parents

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

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving

discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

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

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

Bad Faith or Serial Filings.

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

Computer Network Use by Students

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

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

14. Students shall not falsify electronic mail messages or web pages.
**School district administration reserves the right to make decisions on acceptable use of all technology related matters based on individual circumstances which may or may not be clearly detailed in these 16 points of emphasis.

II. Enforcement

A. Methods of Enforcement

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

B. Consequences for Violation of this Policy

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

III. Protection of Students

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

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

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first quarter and third quarter.

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

Copyright and Fair Use

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

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their teacher or building principal, review the school district’s copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

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

Dating Violence

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

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law. Loup City Board of Education Policy #5030.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student’s school performance, or (3) otherwise adversely affects a student’s school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Brenda Gregory at 308.745.0120 ex 305 (phone number), Brenda.Gregory@lcpublic.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Brenda Gregory at 308.745.0120 ex 305), Brenda.Gregory@lcpublic.org, 800 N 8th Street, Loup City, NE 68853 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building Principal at 308-745-0603, roger.reikofski@lcpublic.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed for the current weather conditions and in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats bandannas, or any other head coverings during the school day
4. Bare feet (some type of footwear must be worn)
5. Shorts of any type must be of appropriate length. Past finger tip on the thigh.)
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened

9. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
10. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
11. Pants and shorts worn below the waist so as to expose undergarments
12. Chains hanging or attached to pants or shorts
13. Coats during school hours unless the student has permission from a faculty member
14. Blankets are not an appropriate clothing item
15. Clothing with tears or holes that expose underclothes

**School district administration reserves the right to make decisions on dress code based on individual circumstances which may or may not be clearly detailed in these 15 points of emphasis.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Drug Free Schools

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

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

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Field Trips

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

First-Aid

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

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:40 a.m. until 8:05 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges \$2.00 for K-12 Students. Adult breakfast charge is \$2.50.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-3 students is \$2.85 and for Grades 4-12 the price is \$3.00. Adult lunch price is \$4.00.

Milk break

The school will offer a milk program to students in grades K-5. All milk served to a student (except the initial carton served with lunch) will cost \$.45 per half pint. The price for milk may change during the school year. Milk will be served at the morning recess. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

Payment for Meals

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

If a student has no funds available to pay for a meal, the student will be provided and charged for a meal. Efforts will be made to contact parents/guardians to bring meal accounts up to date.

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

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

Collection of Delinquent Meal Charge Debt

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

Notice of Non-discrimination

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

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW

Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

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

Head Lice

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

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

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

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal if their student has any special health problems such as diabetes, asthma, any other health condition deemed appropriate for the school to know.

Homebound Instruction

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

Homeless Children and Youth

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

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

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Roger Reikofski, Elementary Principal who may be contacted at 308.745.5113.

Illness or Injury at School

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

Immunizations

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

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

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

Initiations and Hazing

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

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

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

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the classroom teacher or other adult school personnel. The items will be placed in a lost and found container. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

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

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

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at <https://www.loupcitypublicschools.org/>

Parental Involvement

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

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

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

Snacks/Treats

Students wanting to bring snacks or treats to school should check with the homeroom teacher for approval before bringing any treats.. All treats that have not been pre-discussed with the student's classroom teacher must be in pre-packaged factory sealed wrapping and must have ingredients clearly labeled on the package and/or the box or bag the pre-packaged snacks are packed in.

Personal Items

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

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

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

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: A survey will be sent home in the fall from mid to late August and in the spring from mid to late March of each school year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

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

Rights of Custodial and Non-Custodial Parents

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

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

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

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

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

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

Secret Organizations

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

School Day

The school day typically begins at 8:10 a.m. and ends at 3:35 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 20 minutes before the school day begins and 15 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must arrange for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact Roger Reikofski, Elementary Principal or Lori Eurek, School Nurse.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Assessments

The NWEA MAP (Measure of Academic Progress) and the Pearson Aimsweb+ Diagnostic are administered annually in grades K-6 three times during the school year to determine the students’ achievement probability for individual success. Tests are administered in Fall, Winter and Spring, and the results are shared with students and parents/guardians. The Nebraska Student Centered Assessment System (NSCAS) is administered annually to grades 3-6 as required by state statute. The NSCAS results are shared with the student and Parent/Guardian after they become available.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

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

Definitions.

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

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.** The district does provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to

utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$50.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$100.00. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$50.00.

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

6. **Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$.58 per mile.
7. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 20 cents per page for reproduction of student records.
8. **Participation in Before-School, After-School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.
9. **Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$50.00
10. **Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

Breakfast Program - Grades K-3	Lunch Program - Grades K-3	K-5 Extra Milk
Regular Price: \$ 2.00	Regular Price: \$ 2.85	\$.45
Breakfast Program - Grades 4-5	Lunch Program - Grades 4-5	
Regular Price: \$ 2.00	Regular Price: \$ 3.00	

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

Waiver Policy.

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

Voluntary Contributions to Defray Costs.

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

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

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

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

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

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

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

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

Parents who object to the disclosure of any directory information about their student should complete the form provided with enrollment documents requesting this. The document needs to be completed in entirety and signed by the parent or legal guardian.

Non-Directory Information

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

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to

the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After four tardies to school, the student and parents will be required to meet with the principal to discuss the situation.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

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

1. Definitions

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

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the

relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of Dean Tickle, Roger Reikofski, Josh Asche, Janet Kuszak, Lori Eureka, Mike Jepsen, Brenda Gregory, and Rebecca Mroczek. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

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

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

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

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

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

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

c) **Records**

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

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

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

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

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

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

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced via school communication systems. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

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

Withdrawal From School

Students who are moving from the district must notify the school office.

SECTION TWO

ACADEMIC INFORMATION

Grades

Students will receive letter grades for their academic core classes. Elementary Grades are based on the following guidelines:

:

A	Superior	100% - 94%
B	Above Average	93% - 87%
C	Average	86% - 78%
D	Unsatisfactory/Below Average	77% - 70%
F	Failing (no credit)	69% - 0%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

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

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

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

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

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

Forms of School Discipline

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

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

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

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

After School Sessions and Detentions

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

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

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

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

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

Emergency Exclusion

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

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the

time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: Some work will be done independently and other work, such as examinations may be made up only under the supervision of school personnel.

Weapons and/or Firearms

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

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;

2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the

purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

Reporting Requirement to Law Enforcement

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

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

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

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

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

SECTION FOUR

STAFF DIRECTORY

Members of the Board of Education:

Cindy Ericson	President
Wayne Klein	Vice-President
Mike Kaminski	Secretary
Jamie Lewandowski	Treasurer
Scott Friesen	
Eric Kowalski	
Kyle Kowalsk	
Janelle Krzycki	
Tina Treffer	

Administrative Staff:

Dean Tickle	Superintendent
Josh Asche.	Secondary Principal
Roger Reikofski	Elementary Principal

Elementary Teaching Staff:

Candy Augustyn	Grade Two
Elizabeth Augustyn	Grade 4-5 Language Arts & Social Studies
Jason Bott	Physical Education
Caitlyn Caron	Special Education
Lindsay Gappa	Grade Three
Cathy Glinsmann	Grade Two
Jenny Gydesen	Kindergarten
Whitney Kaminski	Literacy Coordinator
MaKenzie Krieger	Grade One
Lisa Harrington	Grade Three
Raychel Houser	Grade 4-5 Language Arts & Mathematics
Amelia Jonak	Grade 4-5 Language Arts & Science
Kyle Knaub	Music Education
Heidi Krolikowski	Speech Language Pathologist
Sarah Norseen	Special Education
Jan Peters	Kindergarten
Dusti VanSlyke	Literacy Coordinator

Support Staff:

Lori Eureka	School Nurse
Janet Kuszak	Director of Technology
Kelly Farrell	Paraprofessional
Kerri Patterson	Paraprofessional
Dawn Peters	Paraprofessional
Deb Smedra	Paraprofessional
Samantha Wrick	Paraprofessional

Office Staff

Jami Spotanski	Business Manager
Donna Mendyke	Secondary Administrative Assistant
Becky Mroczek	Elementary Administrative Assistant

Child Nutrition Program

Bonnie Sekutera
Karen Lonowski.
Mary Lee

Director of Food Service
Cook
Cook

Custodians

Tom Kuligowski
Jody Horner
Kristi Kosmicki
Denise Kuligowski
Doug Miska

Director of Maintenance & Transportation
Secondary Custodian
Maintenance
Primary Building Custodian
Elementary Custodian

Transportation Department

Irma Eggleston
Kirk Harrington
Carol Jarzynka
Kerri Morrow

School Bus Driver
School Bus Driver
School Bus Driver
School Bus Driver

SCHOOL CALENDAR

Calendar Subject to Change. See School Website for most current version: <https://www.loupcitypublicschools.org/>

Loup City Public Schools

2022 - 2023 School Year Calendar

Proud to be a Red Raider Home of the ALC Rebels

Teacher Inservice/Work Day - No School	
First day, Semester/Quarter	
Parent/Teacher Conference	
Early Release, 2:00pm	
No School	
Fridays - 9am late start	
Mon - Thur - School Hours - 8:10am - 3:38pm	

Quarter 1 - 41 days/46 staff
Quarter 2 - 42 days/43 staff
Quarter 3 - 45 days/49 staff
Quarter 4 - 46 days/48 staff
174 Student days
185 Teacher days

Loup City Public Schools
800 North 8th Street
P.O. Box 628
Loup City, NE 68853
(308) 745-0120
www.loupcitypublicschools.org
Approved 00/00/2022

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12,15-16 -Teacher Inservice
17 - 1st Day of School, Start of 1st quarter, 1st Sem.

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 - Labor Day, No School
12- No School -Teacher Inservice

OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13 -Parent/Teacher Conference 9:00am to 7:30pm
14 - No School
19 - Start of 2nd quarter

NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4- No School
7 - No School - Teacher Inservice
22 - 2:00pm dismissal
23-25 - Thanksgiving Holiday, No School

DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

21 - End of quarter 2 - Sem 1, 2:00pm dismissal
22 - No School, Teacher Workday
23-31 - No school, Holiday Break

JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1-2 - No School, Holiday Break
3 - Teacher Inservice
4 - School resumes Start of 3rd quarter/2nd Sem.

FEBRUARY 2023

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

16 - Parent/Teacher Conference 9:00am to 7:30pm
17 - No School
20 - No School/Teacher Inservice

MARCH 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 - No School
15 - Start of Quarter 4

APRIL 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7 - No School/Easter Break
9 - Easter
24 - Teacher Inservice

MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

13 -Graduation
19 -Last day of School- 2:00pm dismissal
22 - Teacher Workday

JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 - Independence Day

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office No later than the end of school on the first Friday of the first week of classes for students for the new school year.

EMERGENCY INFORMATION:

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this ____ day of _____, 20__.

Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug,
during school intervals beginning on (date) _____ and continuing
through _____ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication
which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage and time _____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____

Phone # _____

Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____, 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature _____

Loup City High School

STUDENT HANDBOOK



2022-23 Edition

(Edited 5/24/22, Approved 6/6/22)

Loup City Public Schools
800 North 8th Street
Loup City, NE 68853

Phone: (308)745-0548
Fax: (308) 745-0130

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WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook that you must read, sign, and return no later than the Friday of the first week of school.

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

Sincerely,

Dean Tickle
Superintendent

Intent of Handbook

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

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

Notice of Nondiscrimination

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

Name: Brenda Gregory
Title: Guidance Counselor
Address: 800 N 8th
Telephone: 308-745-0120 ext: 305
E-mail: brenda.gregory@lcpublic.org

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

Empowering Continual Success

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

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

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Unsafe travel conditions.
3. Medical appointments for the student or for a child whom the student is parenting
4. Death of a student's family member
5. Appearance at court or for other legal matters

Excessive Absenteeism

When a student receives 3 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 21 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must call the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, should complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments outside school hours when possible. It will be the student's responsibility to check the learning management system (Powerschool or Schoology) to stay current with teacher expectations for the classes to be missed.

College Visits

Students will be allowed one (1) absence to be designated as a "school activity" absence that will not count against their absence total during each semester of their junior and senior year of high school. Parents will be required to notify the school of these absences.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or principal approved absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds four days.

Pregnant and Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-12 may participate in the band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school business manager's office. Any check for these payments should be made out to Loup City Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

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

Books and Supplies

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

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

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's

administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

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

Reporting Bullying

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

Bullying Investigations

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

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container. Forks and spoons should be placed in the pan with water.
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings may be available at an additional cost to students.
6. Students should remain at their tables until they are dismissed.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

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

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse at 308-745-0120 ext: 203.

Communicating with Parents

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

Complaint Procedure

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District’s Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

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

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

Bad Faith or Serial Filings.

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

Computer Network Use by Students

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

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

II. Enforcement

A. Methods of Enforcement

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

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

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

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

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first and third quarter.

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

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

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

Dating Violence

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

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law. Loup City Board Of Education Policy 5030.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Brenda Gregory at 308-745-0120 ext: 305, brenda.gregory@lcpublic.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Brenda Gregory at 308-745-0120 ext: 305, brenda.gregory@lcpublic.org, 800 N 8th, Loup City, NE 68853, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the school principal at 308-745-0548, josh.asche@lcpublic.org, or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. Students should come dressed for appropriate weather conditions.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats, bandanas, or any other head coverings during the school day.
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs that are not of an appropriate length. (past finger-tip)
6. Hairstyles which distract from the learning process or the health and safety for either the student or others.
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened.
9. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
10. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps).
11. Pants and shorts worn below the waist so as to expose undergarments
12. Chains hanging or attached to pants or shorts.
13. Coats during school hours unless the student has permission from a faculty member.
14. Blankets are not considered an appropriate clothing item.
15. Clothing with tears or holes that expose underclothes.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences. Administrators may also make other determinations about clothing deemed inappropriate for school.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.

2. Students must park in the designated parking spaces as outlined by the painted areas in the parking lot. Students must only take up one parking spot with their vehicles. Students driving special transportation for academic purposes, with permission, must park on the North edge of the parking lot.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

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

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

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:40 a.m. until 8:05 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$2.00 and adults \$2.50 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for 7-12 lunch is \$3.00 for students and \$4.00 for adults.

Payment for Meals

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

If a student has no funds available to pay for a meal, the student will be provided and charged for a meal. Efforts will be made to contact parents to bring the account up to date.

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

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

Collection of Delinquent Meal Charge Debt

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

Notice of Non-discrimination

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

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

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

Field Trips

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

First-Aid

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

Head Lice

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

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

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

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

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

Homebound Instruction

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

Homeless Children and Youth

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

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

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the superintendent, who may be contacted at 308-745-0120 ext: 202.

Illness or Injury at School

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

Immunizations

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

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

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

Initiations and Hazing

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

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

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

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

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

Medications

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

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

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

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

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. **A fine of five cents per day per book may be charged for overdue books.** Each student is responsible for any fine that accumulates on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

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

Parental Involvement

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

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Personal Items

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

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in

activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

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

Rights of Custodial and Non-Custodial Parents

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

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

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

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

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

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

School Day

The school day typically begins at 8:10 a.m. and ends at 3:38 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 20 minutes before the school day begins and 12 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

Secret Organizations

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

Self Management of Diabetes or Asthma/Anaphylaxis

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

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The NWEA Measure of Academic Progress (MAP) test is administered annually in grades K-11 to determine the students' achievement probability for individual success. Tests are administered in fall, winter, and spring and the results are available upon request.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

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

Definitions.

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

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate

classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$20.
6. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.

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

Student Activity Card: \$20: Covers admission to all home, non-NSAA playoff extracurricular events

Future Business Leaders of America: \$25 dues and t-shirt

Cheerleading: Students must purchase uniforms and shoes selected by the sponsor and/or student group.

The maximum dollar amount charged by the school district for these items will be: \$300

- Dance Team: \$300
- Summer School Classes: \$150 (A \$100 refund will be given upon successful completion of the course)
Retaking the class is always a free option.
- FCCLA: \$20 dues
- FFA: \$20 dues, \$60 FFA jacket
- Drama: \$40
- HS/JH Quiz Bowl: \$15
- Student Council: \$15
- Textiles: \$20
- Culinary: \$20
- Senior Graduation Costs: \$60

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

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

9. **Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be **\$25.**

10. **Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

- Breakfast Program – Grades K-3
Regular Price \$2.00
Reduced Price \$.
- Breakfast Program – Grades 4-12
Regular Price \$2.00
Reduced Price \$.40
- Lunch Program – Grades K-3
Regular Price \$2.85
Reduced Price \$.
- Lunch Program – Grades 4-12
Regular Price \$3.00
Reduced Price \$.40
- Second Milk \$0.45
- Second Entree \$1.00

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

12. **Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$20 per year.

Waiver Policy.

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

Voluntary Contributions to Defray Costs.

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

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

School Dances

School dances are periodically held throughout the school year. These dances and the attendees must follow all school policies.

- All academically eligible students in grades 9-12 will be allowed to attend school dances.
- School dances are subject to extra-curricular suspension.
- Students may bring an outside date to the event with a form completed by the guest's host school.
- Guests may not be younger than 9th grade and no older than 20 years of age.
- Students and guests attending must submit to a breathalyzer test.
- Any student who is in violation of the school's extracurricular activity policies throughout the year will be ineligible to be considered for royalty court at any school dance.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

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

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

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

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

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

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

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two

circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

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

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

Student Schedule Changes

Student schedule changes may be made without penalty during the first week of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the parent, guidance counselor, and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

A student who does not have a hall pass from an adult will be required to serve a 15 minute detention. The student will be given three opportunities to serve that detention (after school that day, before school the next day, or after school the next day). If the student does not follow through with the detention the time will increase to 30 minutes to be served immediately. If the student once again does not serve their time they will serve one day of in-school suspension.

Telephone Calls

The school's telephone may be used only with permission of staff.

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

1. Definitions

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

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of Dean Tickle, Roger Reikofski, Josh Asche, Janet Kuszak, Lori Eurek, Mike Jepsen, Brenda Gregory, and Rebecca Mroczek. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

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

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) Consequences

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

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

c) Records

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

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students may be released to a parent or guardian at the conclusion of the event if they sign the appropriate documentation with the school coach/sponsor. Parents/guardians may set up alternate transportation for their student at least 48 hours in advance of the event by discussing the situation with the principal, and by providing written permission to release their student to another party.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

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

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

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on television station KOLN/KGIN and NTV and facebook, twitter, and parent alert calls.. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

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

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status during each semester of the school year.

Certificate of Attendance

To qualify for a Certificate of Attendance, which will be awarded at a time other than the commencement exercises, a student must: 1) attend four complete years of high school; and 2) accumulate two hundred fifty (250) hours of classroom credit hours. Students may not participate in commencement exercises to receive a Certificate of Attendance except as provided by law.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Correspondence and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Grades

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

A	Superior	100% - 94%
B	Above Average	93% - 87%
C	Average	86% - 78%
D	Unsatisfactory/Below Average	77% - 70%
F	Failing (no credit)	69% - 0%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Awards

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Graduation Requirements

Students must earn two hundred fifty (250) total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Loup City High School Diploma are:

Course Requirement	Credit Hours
English	40 credits
Social Studies	40 credits
Mathematics	40 credits
Science	30 credits
Physical Education/Health	10 credits
Speech	5 credits
Life & Career Readiness	5 credits

Students beginning with the class of 2024. The following graduation requirements.

Course Requirement	Credit Hours
English	40 credits
Social Studies	40 credits
Mathematics	30 credits
<i>*to include Algebra 1, Geometry, & Algebra 2</i>	
Science	30 credits
Personal Finance	5 credits
Physical Education/Health	10 credits
<i>*to include Physical Education & Health</i>	
Speech	5 credits
Life & Career Readiness	5 credits

To receive a diploma, a student must earn at least 250 semester hours credit of classroom work in grades 9 through 12. All students must carry a specified course assignment in all eight class periods during each semester. Students must complete all graduation requirements prior to graduation to participate in the ceremony.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

To qualify for the honor roll, students must be enrolled in a minimum of seven (7) classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language, and computer science. Students who earn a semester academic average of 94% or better with no grade in any class lower than 90% will qualify for the honor roll.

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

Report cards are sent home the week following the end of each semester. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

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

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

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

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

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

Forms of School Discipline

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

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

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

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

After School Sessions and Detentions

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

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

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

In-School Suspension

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

Emergency Exclusion

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

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

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

and will communicate electronically with their teachers to get assignments. For out-of-school suspensions, students will communicate with teachers about missing work and they will turn all missing work in at the end of the day they return to school.

Weapons and/or Firearms

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

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;

3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and

- prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 - k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - m. Using any object to simulate possession of a weapon;
 - n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
 - o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

Reporting Requirement to Law Enforcement

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

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

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

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

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

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

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

SECTION FOUR

EXTRACURRICULAR ACTIVITIES

Academic Grade Standard for Activities Participation

Participation in extra-curricular 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 therefore:

1. Students in grades 10-12 must have passed at least 20 hours the previous AND current semester for NSAA competition.
2. All freshmen are eligible to begin their NSAA high school career.
3. The following processes outline academic eligibility requirements within the school year:
 - a. A weekly Down List will be produced each Friday by the High School Principal, with input from the teachers.
 - b. The Down List will be developed based on the students' current grades as of Friday morning.
 - c. Teachers may send information to the Principal in the event they feel a student should not be included on the list, even with a failing grade.
 - d. Teachers are required to input at least 2 grades per week for all students.
 - e. The Principal will have the final say on who ends up on the Down List.
 - f. Any student failing two (2) or more classes will be considered ineligible for the following week of activities. This includes, but may not be limited to: football, volleyball, cross country, golf, basketball, wrestling, track, student organizations, music, drama, speech, FFA, FCCLA, FBLA, dance, cheerleading, Homecoming Dance, and Prom.
 - g. Administration will make the final decision about what events are or are not affected by the Down List.
 - h. Ineligibility will run from Monday through Sunday, and students will not be removed from the list early.
 - i. Students may end up on the Down List for excessive absences until that time is made up.

Drug, Alcohol and Criminal Conduct Rules

The following drug, alcohol and criminal Conduct rules apply regardless of whether the conduct occurs on and 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. The Special 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. Any Student:

1. Witnessed by an administrator, coach, law officer, or teacher consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs, or any illegal performance enhancing drug.
2. Convicted of any offense which is a felony.
3. Admitting to any administrator, coach, law officer, or teacher consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs.
4. Convicted of any criminal charge involving the consumption or possession of alcohol, tobacco in any form, or illicit drugs.
5. Placed in a Pre-trial Diversion Program for consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs.
6. Stealing or vandalizing school property.
7. Being involved in conduct during the school day or during an activity sponsored by the school, which is determined by the principal to be unbecoming of a student.

Penalty: The penalties for the Drug, Alcohol, and Criminal Conduct Rules are as follows:

First Offense- The student shall be declared ineligible for six (6) weeks.

Second Offense- The student shall be declared ineligible for the remainder of the school year or for twelve (12) weeks, whichever is longer.

1. The six week period will commence with the first scheduled contest/performance of the activity and shall continue from one activity to the next in which the student participates if necessary.
2. **Ineligibility** will be carried over to the following school year, in the case where the school year ends before the penalty or the full term of the penalty can be served.

SECTION FIVE

STAFF DIRECTORY

Members of the Board of Education:

Cindy Ericson	President
Wayne Klein	Vice-President
Mike Kaminski	Secretary
Jamie Lewandowski	Treasurer
Scott Friesen	
Eric Kowalski	
Kyle Kowalski	
Janelle Krzycki	
Tina Treffer	

Administrative Staff:

Dean Tickle.	Superintendent
Joshua Asche	High School Principal
Roger Reikofski	Elementary Principal

Teaching Staff:

Trysta Asche	English
Camie Badura	Special Education
Jason Bott	PE/Health
Shelby Brandt	Mathematics
Crystal Feik	Family Consumer Science
Brenda Gregory	Guidance Counselor
Deb Groteluschen	English
Cale Harrington	Agriculture
Kim Henry	Social Studies
Paul Henry	Social Studies
Jake Hunter	Mathematics
Anthony Kapustka	Industrial Technology
Melissa Kapustka	Business/Computers
Kyle Knaub	Music/Band
Heidi Krolikowski	Speech Language Pathologist
Jennifer Kuszak	Spanish
Deb Miller	Art
Jason Obermiller	Science
Teresa Walters	Science

Support Staff:

Lori Eurek	School Nurse
Janet Kuszak	Director of Technology
Deb Smedra	Paraprofessional
Samantha Wrick	Paraprofessional

Office Staff

Donna Mendyk	Administrative Assistant
Becky Mroczek	Administrative Assistant
Jami Spotanski	Business Manager

Child Nutrition Program

Bonnie Sekutera	Food Service Director
Karen Lonowski	Cook
Mary Lee	Cook

Custodians

Tom Kuligowski	Director of Maintenance & Transportation
Jody Horner	Secondary Custodian
Kristy Kosmicki	Maintenance

Transportation Department

Irma Eggleston	Route Driver
Kirk Harrington	Route Driver
Carol Jarzynka	Route Driver
Kerri Morrow	Route Driver

SCHOOL CALENDAR

Insert 2022-2023 School calendar

SECTION SIX

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** September 1st.

RECEIPT

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

Parents/Guardians and students are required to sign and return the receipt form below before 1st Friday of the school year.

PARENT/STUDENT AGREEMENT

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

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

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

Student's Signature

Date

Parent/Guardian's Signature

Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

Parent's Email Address (Optional)

Parent's Email Address (Optional)

EMERGENCY INFORMATION:

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this ____ day of _____, 20__.

Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication
which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage and time _____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____

Phone # _____

Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____, 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature _____

Loup City Public Schools

Staff Handbook

2022-23

(approved 6/6/2022)



TABLE OF CONTENTS

INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

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

Name: Dean Tickle
Title: Superintendent
Address: 800 S. 8th Street, Loup City, NE
Telephone: (308) 745-0120
E-mail: dean.tickle@lcpublic.org

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

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedule

	Begin	End
First Period	8:00	8:50
Second Period	8:52	9:42
Third Period	9:44	10:34
Fourth Period	10:36	11:26
Fifth Period	11:28	12:46
Sixth Period	12:48	1:38
Seventh Period	1:40	2:30
Eighth Period	2:32	3:22

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator.

Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.

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

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

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

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

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

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

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

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

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with board policy number 4012 regarding Staff Internet and Computer Use. Staff should also refer to and comply with board policy 4051 regarding Staff and District Social Media Use.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at: <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Dean Tickle at (308) 745-0120, dean.tickle@lcpublic.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Dean Tickle at (308) 745-0120, dean.tickle@lcpublic.org , or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Dean Tickle at (308) 745-0120, dean.tickle@lcpublic.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it

on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Rubber soled 'flip flop' thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.

- Any attire which is immodest or may distract other employees or students in the learning environment.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

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

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

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

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school email accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school email account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Superintendent.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase breakfasts for \$2.50 and/or lunches from the school cafeteria for \$4.00 per day. The lunch price includes one carton of milk. Extra cartons cost \$.45. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to

discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must complete 24 points of professional growth within 6 years and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities - Board Policy 3016

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with board policy 4051 regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

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

1. Definitions

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

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

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

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

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

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat

assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

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

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of superintendent, school administrator and school counselor.. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 15th of each month unless the 15th falls on a weekend or holiday. In that case the payment will be made on the Friday preceding the 15th. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for

each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request:

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and

from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal by 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and

- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks

Assignment Notebooks function as students' make-up slips, as well as a pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class during class time, it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,

- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Loup City Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computer Lab

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Down Slips

Grades must be updated by Friday morning to allow the principal to run the eligibility report.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.

- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the fourth Friday of each semester, classroom teachers must have their class grades updated in Powerschool by Friday morning to allow the principal to run the eligibility report. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up

slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a White Card (extra students listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Examinations

Semester examinations will be given in all classes except physical education and music at the senior high level. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office on or before 8:30 a.m. on each Monday. A pupil should never be placed on "pupils failing" list without first being on the "pupils about to fail."

Grades are given as letter or percentage as requested by the building principal. No incompletes or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

<u>Report Cards</u>	<u>Numerical Scale for Report Cards</u>
A Superior	100% - 94%
B Above Average	93% - 87%
C Average	86% - 78%
D Unsatisfactory/Below Average	77% - 70%
F Failing (no credit)	69% - 0%
I Incomplete	

S= Satisfactory Progress

U= Unsatisfactory Progress

In the elementary grades, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

Kindergarten - 1st Grade

E, G, S, I, N

Reading

Math

Spelling

Language

Science

Social Studies

Music

Physical Education

2nd-6th Grade

A, B, C, D, F

Reading

Math

Spelling

Language

Science

Social Studies

Music

Physical Education

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Friday of each week or the last day of the week if it ends earlier.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

PowerSchool and PowerGrade

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

Classroom teachers will be required to synchronize the PowerGrade application weekly with the main PowerSchool server.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Classroom teachers are not permitted to install PowerGrade on their home computer.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact Janet Kuszak.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the

use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered

proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Compensation will be paid per negotiated agreement.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.

- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified employees will be granted days off from work per the Benefit Classification outlined on the Classified Employee Pay Schedule.

Holidays

Eligible employees will receive paid time off on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Personal Leave

All full time certificated and classified employees receive personal and medical leave. The most current board approved negotiated agreement addresses the specifics for all staff receiving leave. All leave balances and requests shall be submitted through the online ODIE platform. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent.

Reporting When School is Closed

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

Sick Leave

Classified employees will be granted days off from work per the Benefit Classification outlined on the Classified Employee Pay Schedule.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

All full time certificated and classified employees receive personal and medical leave. The most current board approved negotiated agreement addresses the specifics for all staff receiving leave. All leave balances and requests shall be submitted through the online ODIE platform. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent.

STAFF DIRECTORY

Members of the Board of Education:

Cindy Ericson.....	President
Wayne Klein.....	Vice-President
Mike Kaminski.....	Secretary
Jamie Lewandowski.....	Treasurer
Scott Friesen.....	Member
Eric Kowalski.....	Member
Kyle Kowalski.....	Member
Janelle Kryczki.....	Member
Tina Treffer.....	Member

Administrative Staff:

Dean Tickle.....	Superintendent
Joshua Ashe.....	Secondary School Principal
Roger Reikofski.....	Elementary School Principal

Teaching Staff:

Trysta Ashe.....	English
Candy Augustyn.....	Grade Two
Elizabeth Augustyn.....	Grade 4-5 Language Arts & Social Studies
Camie Badura.....	Special Education
Jason Bott.....	Physical Education / Health
Shelby Brandt.....	Mathematics
Caitlyn Caron.....	Special Education
Crystal Feik.....	Family Consumer Science
Lindsay Gappa.....	Grade Three
Cathy Glinsmann.....	Grade Two
Brenda Gregory.....	Guidance Counselor
Deb Groteluschen.....	English
Jenny Gydesen.....	Kindergarten
Whitney Kaminski.....	Literacy Coordinator
MaKenzie Krieger.....	Grade One
Cale Harrington.....	Agriculture
Lisa Harrington.....	Grade Three
Kim Henry.....	Social Studies
Paul Henry.....	Social Studies
Raychel Houser.....	Grade 4-5 Language Arts & Mathematics
Jake Hunter.....	Mathematics
Amelia Jonak.....	Grade 4-5 Language Arts & Science
Anthony Kapustka.....	Industrial Technology
Melissa Kapustka.....	Business/Computers

Kyle Knaub.....Music Education
 Jennifer Kuszak.....Spanish
 Heidi Krolikowski.....Speech Language Pathologist
 Deb Miller.....Art
 Sarah Norseen.....Special Education
 Jason Obermiller.....Science
 Jan Peters.....Kindergarten
 Dusti VanSlyke.....Literacy Coordinator
 Teresa Walter.....Science

Support Staff:

Lori Eurek.....School Nurse
 Janet Kuszak.....Director of Technology
 Kelly Farrell.....Paraprofessional
 Kerri Patterson.....Paraprofessional
 Dawn Peters.....Paraprofessional
 Deb Smedra.....Paraprofessional
 Samantha Wrick.....Paraprofessional

Transportation Drivers:

Irma Eggleston.....School Bus Driver
 Kirk Harrington.....School Bus Driver
 Carol Jarzynka.....School Bus Driver
 Kerri Morrow.....School Bus Driver

Office Staff:

Jami Spotanski.....Business Manager
 Donna Mendyke.....Secondary Administrative Assistant
 Becky Mroczek.....Elementary Administrative Assistant

Child Nutrition Program:

Bonnie Sekutera.....Director of Food Service
 Karen Lonowski.....Cook
 Mary Lee.....Cook

Custodians:

Tom Kuligowski.....Director of Maintenance & Transportation
 Jody Horner.....Secondary Custodian
 Kristi Kosmicki.....Maintenance
 Denise Kuligowski.....Primary Building Custodian
 Doug Miska.....Elementary Custodian

Staff Internet and Computer Use Policy 4012

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes

with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with

the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Title IX Policy and Grievance Procedures

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

1. Title IX Coordinator

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

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

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

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

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

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

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

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

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

- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
 - 2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
 - 2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - 2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her

age or because of his/her temporary or permanent mental or physical incapacity

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

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

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

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

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

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

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

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

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

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

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

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

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

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

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

2.6.6.2. suffer substantial emotional distress.

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

3. **Discrimination Not Involving Sexual Harassment.**

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

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

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

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

4. **Response to Sexual Harassment**

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

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

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

construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

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

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

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

5.1. **General Requirements.**

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

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

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any

person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

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

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

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

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

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

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

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

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's

sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information

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

5.2. **Notice of Allegations.**

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

5.2.1.1. A copy of this policy.

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

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

5.3. **Dismissal of Formal Complaint.**

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
 - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant

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

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

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the

choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Determination Regarding Responsibility

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

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

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

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

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

5.6.3.3. Findings of fact supporting the determination;

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

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding

responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

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

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

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

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

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

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

- 5.7.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 5.7.3. As to all appeals, the district will:
- 5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - 5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
 - 5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - 5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
 - 5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of

sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

- 5.8.1. Provides to the parties a written notice disclosing:
 - 5.8.1.1. The allegations;
 - 5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. **Recordkeeping.**

- 5.9.1. The district will maintain for a period of seven years records of:
 - 5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant

designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

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

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

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

7. Access to Classes and Schools.

7.1. General Standard. Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or

otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

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

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

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

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

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

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

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

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for

male and female teams will not constitute noncompliance with this section.

9. Certain Different Treatment on the Basis of Sex Permitted.

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

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

10.1. Specific Circumstances.

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

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

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

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

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

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

2022-2023 SCHOOL CALENDAR
see attachment

BLANK TEACHER EVALUATION DOCUMENT
see attachment

PROFESSIONAL GROWTH POINTS
see attachment

2022-23 NEGOTIATED AGREEMENT
see attachment

2022-23 CLASSIFIED STAFF AGREEMENT
see attachment

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

ATTACHMENTS

Proud to be a Red Raider

Loup City Public Schools

2022 - 2023 School Year Calendar

Home of the ALC Rebels

Teacher Inservice/Work Day - No School	Quarter 1 - 41 days/46 staff
First day, Semester/Quarter	Quarter 2 - 42 days/43 staff
Parent/Teacher Conference	Quarter 3 - 45 days/49 staff
Early Release, 2:00pm	Quarter 4 - 46 days/48 staff
No School	174 Student days
Fridays - 9am late start	185 Teacher days
Mon - Thurs - School Hours - 8:10am - 3:38pm	

Loup City Public Schools
 800 North 8th Street
 P.O. Box 628
 Loup City, NE 68853
 (308) 745-0120
www.loupcitypublicschools.org
 Approved 03/14/2022



AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

SEPTEMBER 2022						
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OCTOBER 2022						
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NOVEMBER 2022						
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	30					

12, 15-16 - Teacher Inservice
 17 - 1st Day of School, Start of 1st quarter, 1st Sem.

5 - Labor Day, No School
 12 - No School - Teacher Inservice

13 - Parent/Teacher Conference 9:00am to 7:30pm
 14 - No School
 19 - Start of 2nd quarter

7 - No School - Teacher Inservice
 22 - 2:00pm dismissal
 23-25 - Thanksgiving Holiday, No School

DECEMBER 2022						
S	M	T	W	T	F	S
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JANUARY 2023						
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FEBRUARY 2023						
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MARCH 2023						
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	22	23	24	25	26	27
	28	29	30	31		

21 - End of quarter 2 - Sem 1, 2:00pm dismissal
 22 - No School, Teacher Workday
 23-31 - No school, Holiday Break

1-2 - No School, Holiday Break
 3 - Teacher Inservice
 4 - School resumes Start of 3rd quarter/2nd Sem.

16 - Parent/Teacher Conference 9:00am to 7:30pm
 17 - No School
 20 - No School/Teacher Inservice

3 - No School
 10 - No School
 15 - Start of Quarter 4

APRIL 2023						
S	M	T	W	T	F	S
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MAY 2023						
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	31					

JUNE 2023						
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JULY 2023						
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	20	21	22	23	24	25
	26	27	28	29	30	31

7 - No School/Easter Break
 9 - Easter
 24 - Teacher Inservice

13 - Graduation
 19 - Last day of School - 2:00pm dismissal
 22 - Teacher Workday

4 - Independence Day



Teacher _____ Position _____

Administrator _____ Date _____

Instructional Performance

Strengths:

Suggestions for Improvement:

****Deficiencies:**

Timeline:

Classroom Organization & Management

Strengths:

Suggestions for Improvement:

**Deficiencies:

Timeline:

Personal & Professional Conduct

Strengths:

Suggestions for Improvement:

****Deficiencies:**

Timeline:

**All deficiencies must be remedied before a recommendation of contract for the following year can be made. Suggestions for improvement and a timeline for implementation of suggestions will be provided to the teacher.

Administrator's Signature _____ **Date** _____

Teacher's Signature _____ **Date** _____

Your signature above verifies only that you have had an opportunity to read and discuss the contents of this evaluation. If you wish to attach your view of any of the information stated please do so in writing within two weeks of signing the document.

Teacher's Professional Growth

As is the case with all teachers in the State of Nebraska, teachers in the Loup City Public Schools must show evidence of professional growth on an ongoing basis. The District requires that all teachers accumulate 24 points of professional growth during each six-year period to meet the minimum requirements. Teachers must use the form contained in the appendix when applying for professional growth points.

State Statute indicates that: "Every six years permanent certificated employees shall give evidence of professional growth. Six semester hours of college shall be accepted as evidence of professional growth or, in the alternative, such other activities as are approved by the school board, which may include, but are not limited to, educational travel, professional publications, or work on educational committees."

College Credit: Six (6) hours of college credit, graduate or undergraduate, earned during any professional growth period, shall be accepted as evidence of professional growth. Grade slips or a transcript of credits earned shall serve as evidence of credit earned; shall be filed with the Superintendent, and shall be maintained in the employee's personnel file.

Applicability to the Salary Schedule: Credit hours earned to complete professional growth requirement shall be applicable for movement on the salary schedule if such hours meet existing criteria for salary advancement.

Professional Growth Points and Cycle: Evidence of professional growth will be demonstrated by earning twenty-four (24) professional growth points per six (6) year period by completing any combination of activities as set forth below. The required twenty-four (24) points may be earned in a single year or over a period of six (6) years.

Professional Growth Activities: Listed below are the activities for which growth points may be earned. Beginning September 1, 1998, points can be any combination of formal classwork, professional meetings, and activities described below. No requirement of formal classwork exists.

I. Formal Classwork

A. College or university credit (one semester hour equals four (4) points)

B. Technical community college credit (one semester hour equals four (4) points)

C. College credit earned in specialized areas; i.e., foreign language institutes, business schools, etc. (one semester equals four (4) growth points)

D. Auditing a college class (one semester hour equals two (2) points)

II. Professional Meetings and Activities (To be earned in two or more areas)

A. Curriculum conferences and conventions (one (1) point per day)

B. Workshops either school district designed or externally sponsored (one (1) point per day)

C. TV, radio, or internet-based in-service programs (one (1) point for every six (6) hours)

D. Activities and conventions sponsored by NSEA of NCSA and/or state academic associations which are instructional in nature (one (1) point per day) E. Service on district curriculum committees or board or administrative advisory committees (one (1) point per committee assignment -- two (2) points for chair) F. Demonstration teaching and/or presenting in-service programs to colleagues within or without the district (one (1) point per half (1/2) day of in-service presentation)

**LOUP CITY PUBLIC SCHOOLS
NEGOTIATED AGREEMENT
2022-2023**

This agreement is made and entered into this 13th day of December, 2021 by and between the Board of Education of the School District #1 of Loup City and the Loup City Education Association. This contract is the product of a collectively bargained negotiation, and all parties have cooperated in the drafting and preparation of this agreement.

POLICIES

I. EMPLOYMENT:


Exclusions: The positions of Superintendent and Principals, holding proper certificates, are not included in the salary schedule.

II. FRINGE BENEFITS:


1. **Health Insurance:** The school district shall pay 100% of health insurance premiums per month. The school district shall pay 95% of single dental coverage for the employee. This insurance is **\$1200** deductible PPO, with pre-certification, and 100% A, 80% B, 70% C dental coverage. Family dental coverage is extra depending on the level of coverage required, except that the District will provide family dental coverage for married couples where both husband and wife are employed by the District. Designated carrier for health insurance for 2020-2021 will be Blue Cross Blue Shield provided by the "Educators Health Alliance".
2. The district will provide a 125 Plan for employees that choose to use it.
3. **Long Term Disability Insurance:** The LTD insurance becomes effective after 45 calendar days. The LTD insurance and Social Security will pay 66-2/3% of the monthly salary up to \$5,000 for the length of the disability, or until the insured reaches 70 years of age. The certificated staff shall pay the full cost of the LTD premium. New employees may elect not to be covered under the policy. The Board may change the long-term disability carrier by notifying the LCEA President and LCEA head negotiator.
4. **Term Life Insurance:** A group term-life insurance program is available for those teachers who wish to participate. Cost will be borne by the teacher.
5. **Workman's Compensation:** All employees are also covered by Workman's Compensation insurance.
6. **Paid Leave:**
 - Certificated staff will be granted 10 unspecified leave days each year.
 - Unspecified days will include, but are not limited to; sick, bereavement, personal, and professional leave that is not assigned by the district.
 - Any unused leave will be accumulated as sick leave, up to a maximum of 35 sick leave days.
 - Accumulated sick leave will include personal illness, family illness, or bereavement leave.
 - Unspecified leave days must be used before accumulated sick leave can be used.
 - Staff members that have reached the 35 day maximum for accumulated sick leave will be offered \$100/day for any unused unspecified leave days at the end of the school year, to be paid out during the June pay period.
 - Staff members who have a significant life event(s) can pre plan up to 5 total days of unspecified leave upon the approval of the superintendent.
 - Leave days are to be measured in 1/8 of a day increments

THIS SALARY SCHEDULE, ACTIVITY PAY SCHEDULE, and subsequent provisions have been adopted by both the Loup City Public School Board of Education, as recorded in the December 13, 2021 minutes of the Board of Education meeting, and the Loup City Education Association.

Date 1-10-22


Chairman, Negotiations Committee
Loup City Board of Education

Date 1-10-22


Chairman, Negotiations Committee
Loup City Education Association

2022-2023 Salary Schedule Loup City Public Schools

BASE \$37,000.00

STEP	BA	BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27
1	1.00 37,000.00	1.05 38,850.00	1.10 40,700.00	1.15 42,550.00	1.20 44,400.00	1.25 46,250.00	1.30 48,100.00	1.35 49,950.00
2	1.04 38,480.00	1.09 40,330.00	1.14 42,180.00	1.19 44,030.00	1.24 45,880.00	1.29 47,730.00	1.34 49,580.00	1.39 51,430.00
3	1.08 39,960.00	1.13 41,810.00	1.18 43,660.00	1.23 45,510.00	1.28 47,360.00	1.33 49,210.00	1.38 51,060.00	1.43 52,910.00
4	1.12 41,440.00	1.17 43,290.00	1.22 45,140.00	1.27 46,990.00	1.32 48,840.00	1.37 50,690.00	1.42 52,540.00	1.47 54,390.00
5	1.16 42,920.00	1.21 44,770.00	1.26 46,620.00	1.31 48,470.00	1.36 50,320.00	1.41 52,170.00	1.46 54,020.00	1.51 55,870.00
6	1.20 44,400.00	1.25 46,250.00	1.30 48,100.00	1.35 49,950.00	1.40 51,800.00	1.45 53,650.00	1.50 55,500.00	1.55 57,350.00
7		1.29 47,730.00	1.34 49,580.00	1.39 51,430.00	1.44 53,280.00	1.49 55,130.00	1.54 56,980.00	1.59 58,830.00
8		1.33 49,210.00	1.38 51,060.00	1.43 52,910.00	1.48 54,760.00	1.53 56,610.00	1.58 58,460.00	1.63 60,310.00
9			1.42 52,540.00	1.47 54,390.00	1.52 56,240.00	1.57 58,090.00	1.62 59,940.00	1.67 61,790.00
10				1.51 55,870.00	1.56 57,720.00	1.61 59,570.00	1.66 61,420.00	1.71 63,270.00
11					1.60 59,200.00	1.65 61,050.00	1.70 62,900.00	1.75 64,750.00
12					1.64 60,680.00	1.69 62,530.00	1.74 64,380.00	1.79 66,230.00
13					1.68 62,160.00	1.73 64,010.00	1.78 65,860.00	1.83 67,710.00
14					1.72 63,640.00	1.77 65,490.00	1.82 67,340.00	1.87 69,190.00
15					1.76 65,120.00	1.81 66,970.00	1.86 68,820.00	1.91 70,670.00

Blue Cross & Blue Shield - 100% of \$1200 Deductible & 95% Dental with 100% A, 80% B, 70% C

District pays (per month):

\$698.86 Single / \$1,292.86 Employee & Child / \$1,467.56 Employee & Spouse / \$1,970.57 Employee, Child & Spouse

Employee pays(per month):

\$2.91 Single / \$52.43 Employee & Child / \$66.96 Employee & Spouse / \$108.88 Employee, Child & Spouse for chosen dental coverage

Long term disability (LTD): Employee is responsible for total LTD premium effective 9/1/2009

10 unspecified leave days per year: unused leave accumulates as sick leave up to a maximum of 35 days. Once maximum is reached, district will pay \$100/day for unused leave that cannot accumulate.

APPENDIX B
EXTRA DUTY SALARY SCHEDULE

Effective September 1, 2019

ATHLETICS:

- All coaches will receive one (1) unit per year of experience for each additional year of coaching in that particular sport until they have reached the maximum allowed. (1 Unit = 1% of current base salary).
- While Loup City Public Schools is in a cooperative agreement with another school, the first junior high coach for any sport will be paid as a head junior high coach. Any additional coaches from Loup City will be paid as junior high assistant coaches

	<u>BEGINNING UNITS</u>	<u>MAXIMUM UNITS</u>
<u>HEAD COACHES (SENIOR HIGH)</u>		
Athletic Director	17	19
Activities Director	2	2
Football	11	15
Basketball (Boys and Girls, each)	11	15
Track (Boys and Girls, combined)	11	14
Cross Country (Boys and Girls, combined)	9	12
Golf (Boys and Girls, each)	9	12
Volleyball	11	15
Wrestling (add 3 units if junior high included)	11	15
<u>ASSISTANT COACHES (SENIOR HIGH)</u>		
Football (each)	7	10
Basketball (Boys and Girls, each)	7	10
Cross Country	7	9
Golf	7	9
Track (Boys and Girls, combined)	7	9
Volleyball	7	10
Wrestling (add 3 units if junior high included)	7	10
Weight Room Supervisor	7	9
<u>HEAD COACHES (JUNIOR HIGH)</u>		
Football	4	8
Basketball (Boys and Girls, each)	4	8
Volleyball	4	8
Wrestling	4	8
ALL JUNIOR HIGH ASSISTANT COACHES	3	5

BEGINNING UNITS**MAXIMUM UNITS****NON-ATHLETIC SCHEDULE:**

Instrumental Music	12	12
Vocal Music 7-12	4	4
Vocal Music K-6	3	3
Speech Coach	6	8
Assistant Speech	3	4
Drama Coach	6	6
Assistant Drama	3	3
FCCLA	5	5
Yearbook Sponsor	4	4
Cheerleader Sponsor	6	6
Dance Sponsor	3	3
Student Council 7-12	6	6
Assistant Student Council	3	3
Senior Class Sponsor	1	1
Junior Class Sponsor	2	2
Sophomore Class Sponsor	1	1
Freshman Class Sponsor	0	0
National Honor Society	1	1
Academic Decathlon	2	2
HAL	1	1
Quiz Bowl (JH/HS, each)	1	1
FFA Advisor	6	6
MTSS Members (up to 5 per site)	1	1
FBLA	3	3
Science Olympiad (JH & HS)	1	1

Classified Employee Pay Schedule 2022-2023

Minimum Wage	\$9.00						Step 1	\$10.98	
Base	\$10.98						Step 2	\$11.14	
							Step 3	\$11.31	
Custodians	Benefit Classification		Hiring Range				Step 4	\$11.48	
Maint /Transportation Director	X	12 Month	Step 35	to	Step 45		Step 5	\$11.65	
Regular Custodian		12 Month	Step 8	to	Step 18		Step 6	\$11.83	
							Step 7	\$12.01	
Food Service							Step 8	\$12.19	
Food Service Director	X	9-12 Month	Step 35	to	Step 45		Step 9	\$12.37	
Regular Food Service		9 Month	Step 8	to	Step 18		Step 10	\$12.55	
							Step 11	\$12.74	
Bus Drivers							Step 12	\$12.93	
Regular Route Driver		None	Step 67	to	Step 77		Step 13	\$13.13	
Activities Driver		None	Step 8	to	Step 8		Step 14	\$13.32	
							Step 15	\$13.52	
Admin Assistant / Bus. Mgr							Step 16	\$13.73	
Administrative Assistant	X	12 Month	Step 8	to	Step 18		Step 17	\$13.93	
Business Manager	X	12 Month	Step 35	to	Step 49		Step 18	\$14.14	
Business Manager w/ BS	X	12 Month	Step 42	to	Step 52		Step 19	\$14.35	
							Step 20	\$14.57	
Paraprofessionals							Step 21	\$14.79	
Regular Ed. Para		9 Month	Step 8	to	Step 25		Step 22	\$15.01	
Teaching degree Para		9 Month	Step 15	to	Step 35		Step 23	\$15.24	
							Step 24	\$15.46	
Specialists							Step 25	\$15.70	
Technology Director	X	12 Month	Step 26	to	Step 36		Step 26	\$15.93	
Tech Coordinator Teach Degree	X	Teacher	Compensation per Negotiated Agreement				Step 27	\$16.17	
School Nurse	X	9 Month	Step 54	to	Step 64		Step 28	\$16.41	
School Nurse w/ BS	X	9 Month w/ Certified Staff Ins.	Step 61	to	Step 71		Step 29	\$16.66	
							Step 30	\$16.91	
Other							Step 31	\$17.16	
Summer help	Start on Base. each year after that =.50 raise/yr. No benefits, seasonal help							Step 32	\$17.42
Substitutes	First step in appropriate category above; No benefits							Step 33	\$17.68
							Step 34	\$17.95	
							Step 35	\$18.22	
	Benefit Classification							Step 36	\$18.49
9 Month	Health/Dental Insurance: Single Health (\$1050 Deduct.)/Single Dental (100A/80B/70C)							Step 37	\$18.77
	Paid Vacation: None							Step 38	\$19.05
	Paid Holidays: Labor Day, Thanksgiving, Christmas, New Years Day							Step 39	\$19.33
	Leave Days: 10 days/year, unused accumulates as sick leave up to 40 days.							Step 40	\$19.62
9+ - 12 Month X - Denotes Insurance Level availability	Enhanced insurance coverage of family, employee/spouse or employee child(ren) if necessary for 9+ to 12 month employees in the roles of Elementary and Secondary Administrative Assistant, Food Service Director, Technology Director and Maintenance/Transportation Director.(\$1200 Deduct.) /Single Dental (100A/80B/70C)							Step 41	\$19.92
	Paid Vacation: 0-1 yrs=5 days; 2-5 yrs=10 days; 6-10 yrs=12 days;11+ yrs=15 days							Step 42	\$20.22
	Paid Holidays: Labor Day, Thanksgiving, Christmas, New Years Day, Memorial Day, July 4th							Step 43	\$20.52
	Leave Days: 10 days/year, unused accumulates as sick leave up to 40 days.							Step 44	\$20.83
	*Unspecified leave days must be taken before sick leave.							Step 45	\$21.14
	**Sick days may be used for personal illness or illness in the immediate family.							Step 46	\$21.46
	***Employee must be actively employed the workday before and after the holiday, or vacation to be paid for the holiday. This does not include Christmas Eve or New Year's Eve, though employees may work those days for regular pay.							Step 47	\$21.78
								Step 48	\$22.11
								Step 49	\$22.44
								Step 50	\$22.77
Probationary Employees	Half of leave & vacation days will be given on the first day of work and half 6 months from the first day.							Step 51	\$23.12
								Step 52	\$23.46
								Step 53	\$23.81
Bereavement Leave	May be taken out of unspecified or accumulated sick leave; determination for number of days will be made by the superintendent on a case by case basis.							Step 54	\$24.17
								Step 55	\$24.53
Compensation	Compensation for non-teaching employees will be established by the Board of Education. Changes in compensation will normally be decided in April or May and will become effective August 1 (reflective in Sept. paycheck).							Step 56	\$24.90
								Step 57	\$25.28
								Step 58	\$25.65
								Step 59	\$26.04
Retirement	All non-teaching employees working 20 or more hours per week on a regular, ongoing basis are required by law to belong and contribute to the Nebraska Public Employees Retirement System.							Step 60	\$26.43
								Step 61	\$26.83
								Step 62	\$27.23
Placement on Schedule	Placement within hiring range is determined by administration and based on experience, skill level, etc. Hired at step and stay there unless exceptional overall rating on evaluation							Step 63	\$27.64
								Step 64	\$28.05
								Step 65	\$28.47
								Step 66	\$28.90
								Step 67	\$29.33
								Step 68	\$29.77
								Step 69	\$30.22
								Step 70	\$30.67
Movement	Movement to the next step will be determined by yearly evaluation. Supervisors will suggest 1-2 step movement to superintendent. Superintendent will make final recommendation to the Board.							Step 71	\$31.13
								Step 72	\$31.60
								Step 73	\$32.07
								Step 74	\$32.56
								Step 75	\$33.04
								Step 76	\$33.54
								Step 77	\$34.04
								Step 78	\$34.55
								Step 79	\$35.07
								Step 80	\$35.60

Arcadia-Loup City Rebels

Cooperative Agreement Handbook



2022-23

Revised 5/23/2022

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Mission Statement:

The purpose of the Arcadia-Loup City athletic cooperative is to provide a comprehensive and balanced athletic program that will provide more opportunities and experiences for our students that neither school may be able to provide individually.

Statement of Philosophy:

A comprehensive and balanced athletic program is an essential complement of the basic program of instruction. The athletic program should provide opportunities for students to further develop interests and talents in sports and other health-related areas. The opportunity for participation is a privilege that carries with it responsibilities to the school, to the sport, to the student body, to the communities, and to the students themselves.

While Arcadia-Loup City takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. Participation in these activities should provide many students with a lifetime basis for personal values, and for work and leisure activities.

The interscholastic athletic program shall be conducted in accordance with the existing School Board policies, rules, and regulation. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity. Athletics play an important part in helping an individual student develop a healthy self-concept as well as a healthy body. Athletics add to both schools’ spirit and help all students and spectators develop pride in their schools.

Every effort will be made to support the athletics programs with the best facilities, with the necessary equipment, and with the most qualified staff available. The ultimate goals of the sports should be:

1. To realize the value of participation including, but without overemphasizing, the importance of winning.
2. To develop and improve positive citizenship traits among the program’s participants.

Cooperative Advisory Committee:

A cooperative advisory committee will consist of two (2) board of education members from each district and the superintendents from each district. The advisory committee will meet on the Wednesday following the state volleyball tournament, two Wednesdays after the state boys’ basketball tournament, and the Wednesday after the state track meet if no Joint Board Meeting is planned for that year, or as agreed upon by both districts. The advisory committee will take no action, but will provide recommendations for policies, rules, and procedures to be approved through each individual district’s board of education. A joint board meeting will be held each June for discussion on this handbook and improvements that can be made to the co-op.

Cooperative Information:

- Official School Cooperative Name: Arcadia-Loup City
- Official Cooperative Mascot: Rebels
- Official Cooperative Colors: Red, Black, and White
- Official Fight Song: Forward Rebels

Sports and Activities Included:

The sports included in this cooperative agreement, at all levels 7-12, are:

Football	Volleyball
Boys Cross Country	Girls Cross Country
Boys Golf (high school only)	Girls Golf (high school only)
Boys Wrestling	Girls Wrestling
Boys Basketball	Girls Basketball
Boys Track & Field	Girls Track & Field
Cheerleading (high school only)	

All other activities will be conducted by each individual district according to their policies and rules.

NSAA Membership:

The cooperative and both individual districts are members of the Nebraska School Activities Association (NSAA) and agree to comply with all of its rules.

Policies:

The superintendents of each district will work together to review policies from both districts that affect athletic programs and participation. The superintendents will make suggestions for policy changes to their respective Board of Education in order to have consistency between athletic policies at each district.

Communication:

Effective communication is vital to the success of this cooperative. The administration from both schools shall meet via telephone, DL equipment, or computer software on a weekly basis in order to discuss transportation, contests, coaches, or other issues as they might arise. The superintendents at each district are charged with keeping each other, their respective boards, staff, and students, and their communities informed on anything concerning this cooperative.

Cooperative Athletic Director:

A cooperative athletic director will be hired to be the main contact for athletic purposes. This individual will be in charge of scheduling events, organizing contracts with schools, contracting officials, evaluating coaches, and recommending coaches for open positions. An Assistant Athletic Director from the other district will also be named. Job descriptions for the Cooperative Athletic Director and the Cooperative Assistant Athletic Director are in this handbook and also the Coaches Handbook. The host site principal will assist the Coop AD in finding workers needed for games, arranging for groups to run the concession stand, and making sure the facilities are ready for the game.

Selection, Evaluation, and Retention of Athletic Director:

The Superintendents from both districts will be responsible for interviewing candidates for the Head and Assistant Athletic Director positions. The Superintendents will recommend candidates to be approved by both School Boards. The Superintendents will evaluate and meet with both the Head and Assistant Athletic Directors each school year, preferably before the April Board Meeting. The evaluation will include a recommendation of employment for the upcoming school year. Recommendations for retention of these positions will be brought to both Boards during the April Board Meeting.

Fiscal Management:

The Business Manager from Loup City will act as the primary fiscal agent for the cooperative. The cost of the cooperative will be split, with Loup City responsible for 70%, while Arcadia will be responsible for 30%. A cooperative account will be held through the Loup City school district with each district contributing the prorated amount per year to cover expenses paid out of that account. The amount to be contributed to the account by each school will be determined by August 1st of each year and the deposit will be made by September 15th of each year.

The cooperative account will only be used for expenses associated with cooperative agreement athletic programs. These costs include, but are not limited to: payment for officials, entry fees, uniforms, medical/first aid supplies (e.g., athletic tape, tape cutters/scissors, thera-gesic cremes), practice balls, game balls, scorebooks, awards, hotels, and meals for state-bound teams/athletes. The cooperative will pay for expenses up to, but not beyond, state level competitions. All revenues directly related to cooperative athletic programs (gate receipts, purchased passes, entry fees, etc.) will be deposited into the cooperative account.

Payment of Officials: A list of officials will be given to the Co-op Business Manager no later than three (3) days before each contest. Checks will be made out from the co-op account to pay all officials and workers at both locations. **The Superintendents, Athletic Director, and Assistant Athletic Director will meet to determine who gets paid during events held at both schools.**

Money bags will be provided by the school hosting the event. Each bag will have a form included that indicates the amount of starting money and denominations. The monies collected from the activity or game will be counted by two gate people. The amounts of each denomination and totals will be indicated on the Gate Form provided with the bag. All individuals that count the money will sign the form after completing it. One copy of the form will be placed in the money bag. The locked money bag and key will be given to the host administrator. The money bag in Arcadia will be placed in a secure location. The administration in Arcadia will make every attempt to have the money bag delivered to Loup City Public Schools at the earliest possible date following the home contest. The money bag in Loup City will be placed in the drop box at Citizens Bank. The key will be given to the Business Office the next working morning. The Business Office, along with another staff member, will verify the amounts or make corrections as needed on the enclosed form, sign it, and send copies to the Coop Athletic Director and both superintendents.

If an outside entity volunteers to take tickets for an event (ie: football), then the following procedure will take place. The volunteers will place all of the money into a locked money bag and bring the key and bag to either the AD or an administrator. The AD and one administrator will count the money as soon as possible and fill out a gate form. The money will then be locked in the money bag and dropped off at the money drop box that evening.

All expenses explained above will be taken out of the cooperative account. Expenses for games/events should not be deducted from gate receipts before depositing them in the account. **Cooperative monthly financial reports to include receipts and expenditures will be provided to both schools.**

Fundraisers:

Any fundraisers, other than concession stands, conducted by a cooperative activity must be approved by the Coop Athletic Director & Building Principals before the fundraiser has begun. Coaches must indicate to the Coop Athletic Director what they plan to sell, what the money will be used for, and what expectations they have for the students involved.

Uniforms and Equipment:

Uniforms and equipment from both schools will be used as much as possible. Uniforms may be purchased as needed during the terms of the Cooperative Agreement and will be paid out of the cooperative account. Surplus uniforms may be purchased at replacement cost upon the approval of both boards of education.

Ordering:

All ordering must be approved by the Cooperative Athletic Director, who will then place the order. Orders to be placed in excess of \$1,000 must be approved by both superintendents. All uniform purchases must be approved by both superintendents.

The Coop A.D. will meet with the fall season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by December 31 of that year. The Coop A.D. will meet with the winter season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by April 1 of that year. The Coop A.D. will meet with the spring season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by June 1 of that year.

Coaching Positions:

1. The Cooperative Athletic Director will be in charge of recommending candidates for each coaching position. Input will be sought from the Assistant Athletic Director. **Input will be sought from the principals, and established head coaches with final decision being made by the superintendents.**
2. Full job descriptions for all coaching positions are available in the Coaches Handbook. Head coaches will be evaluated at the conclusion of each season with input from the Cooperative Athletic Director, Assistant Athletic Director and also an administrator. In the event the Athletic Director is not a certificated administrator the meeting will be conducted by a certified building administrator.
3. Coaches will not be required to submit an application each year. If there is sufficient cause to open a coaching position, the coach will be asked to submit a new application.
4. Each sport will have one (1) head coach at the high school level and one (1) head coach at the junior high level.
5. Each district will decide how many coaches they will pay and what the pay for those coaches will be, in accordance with their local negotiated agreements. The cost for coaches will not be considered a cooperative expense.
6. Any volunteer coaches that are not certificated employees of either school district must be approved by both superintendents. In accordance with NSAA by-law 2.12.3, the following will be adhered to by ALC programs using a non-certificated volunteer coach:
 - A. A volunteer coach job description will be included in the ALC Coaches Handbook.
 - B. The volunteer coach must be supervised at all times by the Head Coach during practices and games.
 - C. During practices, the volunteer coach may only instruct/supervise drills that have been assigned by the Head Coach. These drills may not be changed or other drills initiated by the volunteer coach without the Head Coach's approval.

Coaching Expectations:

In addition to the expectations stated in the job descriptions, the Cooperative Advisory Committee expects the following from all of the coaches:

1. To be upstanding, ethical, and moral individuals that set the example of sportsmanship for all of our students.
2. To develop practice schedules ahead of time and keep them on file.
3. To communicate effectively with the Boards, administration, staff, students, parents, and communities from both districts.
4. To promote all activities at both districts, along with their own.
5. To understand that conflicts with other activities may arise and that we need to work together with other cooperative athletics and district activities to give all students a well-rounded educational experience.
6. To hold pre-season parent meetings to discuss expectations and rules.
7. To allow for equal opportunities for all students, regardless of the school they attend.

Cheerleading:

Cheerleading will be a co-op activity. The program will follow the outlined expectations:

1. Each school will provide a sponsor for cheerleading.
2. One sponsor will be named the head sponsor, and the other will be the assistant.
3. Tryouts will not be required. Squad members will be asked to participate in a clinic in lieu of tryouts.
4. The cheer team will consist of any student interested in participating with no expectation that a certain number has to come from either school.
5. The purchase of uniforms will be the Cheerleader's responsibility and will not exceed \$300..
6. A cheerleading account in the Cooperative Activity Fund will be established.

Student Participation:

All students from Arcadia and Loup City are strongly encouraged to participate in cooperative athletics. The following expectations should be taken into account for all students:

1. All students will be given an equal opportunity to participate.
2. All students at the junior high level will be allowed to participate at each game/contest. The junior high coaches should strive for equal time as much as possible for all students.
3. All students participating in the sub-varsity levels in high school (C/JV) shall be given opportunities to participate during games/events, but may not get equal time and may not get to participate in every game/event. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their game time throughout the season.
4. All students participating at the varsity level shall be given equal opportunities to earn participation time during games/events, but may not get equal time. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their chances at game time throughout the season.
5. As a general rule, seniors will not be allowed to participate on reserve teams. Exceptions to this rule may be made if the coach involved will justify in writing to the Coop A.D. the reasons for the senior playing on the reserve team. The coach and the Coop A.D. will make the final decision.
6. The Arcadia-Loup City Cooperative will use a "no cut" policy for all student activities.

Transportation:

1. All transportation costs for practices, home games held at the other school, and away games will be split between both districts as evenly as possible.
2. All safety and capacity regulations will be followed at all times by both schools.
3. Transportation for away games and events will be scheduled by the Cooperative Athletic Director. All other transportation (to and from practices, to and from games held at the other school, etc.) will be organized by the individual school's Athletic Director.
4. All students will be transported via bus or school vehicle to and from the schools for practice, home games held at the other school, away games, and team camps. With prior building administrative approval, students may drive themselves to practice at the other site. This could be allowed if the student needs to drive themselves due to medical appointments, funerals, or other extenuating circumstances. Under no circumstances shall a student be able to drive another student, other than a sibling, to a practice.
5. Practices at the golf course and athletic complex will be set for a specific time and it will be up to the students to make it to practices on time. Coaches may set expectations for running/walking to practices if they choose. Coaches may be asked to transport students to practices or games.

6. Teams may stay overnight at the discretion of both Superintendents, the Cooperative Athletic Director, and the Assistant Athletic Director. Generally, teams will not be allowed to stay during the regular season unless they would have to leave before 5:00 a.m., or would return after 1:00 a.m. the day of the contest.

Practice and Game Schedules:

1. The Cooperative Athletic Director is in charge of making the schedule for all sports, including the paperwork needed to conduct these events. The Cooperative Athletic Director will work with the Assistant Athletic Director to determine which school will host the home events for each sport. Arcadia will host one (1) home JV/Varsity basketball game each year.
2. The location of the visiting team and their expected attendance will be considered when determining location of games.
3. The small gym in Arcadia will only be used for coop activities of low intensity with supervision. Coop games and full court practices in the Arcadia small gym will not be held.
4. Tournaments, triangulars, and double headers held on the same day will count as one contest for the sake of this agreement.
5. If one district does not have any participants in a given activity, all home games and practices will be at the other district.
6. In the fall season, practices will be distributed based on the percentage of participants from each school at the beginning of the 3rd week of practice. If a school does not have at least 20% of the participants then all practices will be in the school with the larger percentage with only one (1) practice prior to a home game being at the other site.
7. For basketball, a three-gym rotation will be used. The three gyms include both gyms at Loup City, and the new gym in Arcadia.
8. The Rebel Volleyball Tournament and Rebel Wrestling Duals will be held in Loup City. The Junior High Rebel Volleyball Tournament will be held in Arcadia.
9. Attempts will be made to include at least one high school wrestling meet at Arcadia, depending on interest from other schools. The wrestling triangular with Broken Bow and Wood River can continue to be held in the Arcadia small gym on its rotation.
10. All home track and field, cross country, and golf meets/invites will be held in Loup City. Attempts will be made to conduct a Junior High, JV, or Varsity Cross Country Meet in Arcadia.
11. All Conference meets/invites will be held in Loup City.
12. All volleyball triangular matches that include JV contests will be held in Loup City.
13. If the Varsity Football schedule cycle includes nine (9) total home games over two years, the schools will host the additional game on a rotating basis.
14. The Co-op Athletic Director, with the input from head coaches, will produce a practice schedule before the beginning of the season. This practice **schedule could** be subject to change on short notice.
15. Practices will last no longer than two hours, with the exception of the first week of practices. All practices will be completed no later than 6:15 p.m. Wednesday practices will be completed by 5:30 p.m.
16. No practices will be held during the school day without prior approval from the Co-Op Athletic Director and both Superintendents.

Football Scheduling:

This information is a historical record of extra home games and playoff games hosted by the ALC Co-op. This information shall be updated each year to reflect any additional football scheduling that has taken place.

Extra Home Games:

2018 – Loup City hosted 2 varsity games and Arcadia hosted 2 varsity games

2019 – Loup City hosted 2 games and Arcadia hosted 2 games.

****Loup City will host the next extra varsity game****

Home Playoff Games:

2018- Loup City hosted Elm Creek, Arcadia hosted Burwell

2019- Loup City hosted Alma, Arcadia hosted Sutherland

2020- Loup City hosted Stanton

****Arcadia will host the next home playoff game regardless of opponent****

Overnight Trips:

Coaches will be expected to provide the Coop Athletic Director with an itinerary for all overnight trips at least three (3) days prior to departure. The itinerary will include the following: Departure date and time, hotel information, meal plans/schedules, performance schedules, and potential arrival times. The itinerary must be approved by the Coop Athletic Director before departure and should be shared with both superintendents, building principals, and parents of participating students. Out of state trips/camps need to be approved by both boards beforehand. When meals are provided to participants and coaches the limit will be **\$15 per person a** and a receipt for purchases is required, school districts will provide a method of payment.

The coaches/sponsors of an activity involved in an overnight trip have the sole responsibility for the supervision of the students who are involved in that activity. Questions that may arise would need to proceed up the chain-of-command – meaning to the Coop AD, then both superintendents.

Facilities and Insurance:

Each district certifies that they have adequate facilities to implement this cooperative and adequate insurance protection to cover all applicable provisions and situations that may arise from this cooperative.

All teams involved will be provided a locker room at each game. If the boys and girls teams have to share a locker room for double-headers, appropriate processes will be put in place to make sure students are allowed time to change before and after their game. A classroom will be made available for pre-game/halftime meetings as needed. The procedure for sharing locker rooms when home contests are at Arcadia are:

1. The locker rooms will be assigned by the Arcadia Activities Director a minimum of three (3) days prior to the game date and will communicate the locker room assignments to both programs AD's and coaches;
2. When the opposing team arrives at Arcadia, the Arcadia Activities Director will escort the teams to their assigned locker room;
3. The Arcadia Activities Director will, when communicating the locker room assignments to the programs Activities Director and coaches, emphasizing the following:
 - a. An adult coach from the team will be present to supervise the students while in the locker room, before and after the game;
 - b. No students will be allowed in the locker rooms without adult supervision;
 - c. The students will need to put their street clothes and other belongings in their travel bag for safekeeping;

- d. The players of the game just ending are required to go to their assigned locker room, shower and change back to street clothes in a timely manner – the locker room should be cleared of the previous players before halftime of the following game. For example, the JV girls will need to be out of the locker room before halftime of the JV boys' game, and so on.

Facilities will be maintained and improved at the sole discretion of each individual school district.

Admissions and Passes:

Cost of admissions and passes shall be the same for both districts. The cost will be coordinated through the Cooperative Advisory Committee and approved by each Board. All revenue from admissions and passes will be deposited into the cooperative account. All passes given by each district will be honored at all games held at Arcadia and Loup City. The only exceptions to this rule would be for games that are held at either school under the direction of the Lou-Platte Conference or the NSAA.

The Superintendents and *Coop* Athletic Director will create a standard Cooperative Pass. Passes will be \$20 for K-12 students, \$50 for an adult and \$100 for family passes can be purchased for family passes includes spouses and children in grades K-12. Each individual family member will be given their own pass. Each school will also offer a free Golden Rebel pass to anyone the age of 65 *or older*.

Concession Stands:

Concession stands will be the responsibility of the host school. Both schools use concessions as fundraisers for other activities, so the revenue generated will not be included in the cooperative account. If either school is asked to host an event as a neutral site for sub-state contests for the sports included in this agreement, then that school will have the responsibility for staffing the concession stand.

Hosting School:

The hosting school will determine any additional programs or entertainment during the games they host. This includes, but is not limited to performances by the band, cheerleaders, or dance teams, educational awards, and coronation/Homecoming recognition.

Parent Complaint Protocol:

Complaints should be handled in the following manner:

1. Parents should encourage their child to meet with the coach if there is an issue/complaint. However, this meeting should not take place immediately following a contest.
2. If no solution is reached with that meeting, the parent and child should meet with the coach to discuss the issue/complaint. However, this should not take place immediately following a contest.
3. If no solution is reached, the parent and child should meet with the coach and the athletic director.
4. If no solution is reached, the parent and child should meet with the coach, both school principals, and the athletic director.
5. If no solution is reached, the parent and child shall appeal, in writing, to the superintendent of the school their child is enrolled in. The appeal shall also include the meetings that were held to try to remedy the situation. The superintendent will have ten (10) working days to respond to the complaint in writing.
6. If the parent is not satisfied with the response, they may appeal to the school board of the district their child is enrolled in. The Board will then hold an executive session with the parents, child, coach, the athletic director, both principals, and district superintendent at the next regular board meeting. The Board will then have ten (10) working days to respond to the hearing in writing.

Coaches Complaint Protocol:

Complaints from coaches should be handled in the following manner:

1. Coach will meet with the Cooperative Athletic Director to discuss the complaint.
2. If no solution is reached, the coach will meet with both school principals and the athletic director.
3. If no solution is reached, the coach will meet with both superintendents, both school principals, and the athletic director.
4. If no solution is reached, the coach may appeal to the school board of the district that they are an employee of. The Board will then hold an executive session with the coach, athletic director, both principals, and both superintendents to discuss the complaint. The Board will then have ten (10) working days to respond to the hearing in writing.

Letter Awards:

It will be up to the head high school coach of each activity to develop their lettering policy. These rules need to be given to each participant and the Cooperative Athletic Director prior to the start of the season.

Athletic Banquet:

One athletic banquet will be held in the spring of each year. The location will alternate between the two schools. All ALC sports will be given time to be recognized and to hand out awards.

Updates:

The effectiveness of this agreement and the regulations contained within will be assessed once per year. Changes will be proposed and discussed during the Cooperative Advisory meeting that is conducted after the spring season. This agreement, and any changes made during the summer, will be approved at each district's August board meeting every year.



GATE FEE FORM

Level: Varsity JV JH

Sport: _____

Date: _____

Bills	<i>Indicate total \$ amount for each</i>
\$1's	
\$5's	
\$10's	
\$20's	
\$50's	
\$100's	
Total	

Coin	<i>Indicate total \$ amount for each</i>
Pennies	
Nickels	
Dimes	
Quarters	
Other	
Total	

Total Checks _____

Grand Total _____

Ticket Seller (Printed): _____

Ticket Seller (Signatures): _____

Business Office (Printed): _____

Business Office (Signatures): _____

Athletic Director

QUALIFICATIONS:

Holds a current Nebraska Teaching Certificate

Previous experience as a coach is desirable

Administrative certificate preferred

REPORTS TO:

Building Principal / Superintendent of District of Employment

Superintendent of Cooperative District(s)

JOB GOAL:

The Athletic Director will be responsible for the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

PERFORMANCE RESPONSIBILITIES:

1. Handles all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12; this shall include but not be limited to:
 - a. Contracts in the scheduling of contests
 - b. Contracts for officials
 - c. Information sheets (schedules, rosters, etc.) to opposing teams
 - d. Getting eligibility lists to NSAA
2. Coordinates the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests with the assistance of the Assistant Cooperative Athletic Director
3. Communicates and discusses aspects of the Cooperative regularly with the Assistant Cooperative Athletic Director
4. Seeks the input of the Assistant Cooperative Athletic Director on all aspects of the athletic programs
5. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
6. Is in charge of crowd supervision at all home events
7. Is responsible for making sure an administrator is present at all away events
8. Is in charge of keeping the school calendar current as it pertains to athletics
9. Assists in the selection of coaches
10. Completes the evaluations of coaches, with the assistance of the Assistant Cooperative Athletic Director; evaluations are to be completed 14 days following the state event in that sport
11. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics
12. Serves as tournament director for any conference or district athletic events scheduled at Loup City or Arcadia
13. Helps close gym, field, etc., following an athletic event.
14. Helps secure police protection, medical aid and facilities for athletic events
15. Keeps an accurate record of all varsity athletic events from year to year
16. Assists in the evaluation of all aspects of the athletic program
17. Oversees and develop procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
18. Handles all communication with and interpret NSAA rules and regulations in regard to athletics
19. Cooperates with the Superintendent and Principals in attending out-of-town contests as needed
20. Is responsible for securing change for the ticket takers at varsity athletic events at their school
21. Is responsible for having programs printed for athletic contests at their school

22. Arranges field and gym practice schedules
23. Schedules athletic staff meetings as the need arises
24. Is responsible for the operation and organization of the press box at their school
25. Supervises all radio and television broadcasts and the public address system
26. Has the authority to remove spectators from events and bar them from attending further activities.
27. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
28. Attends Booster Club meetings as appropriate
29. All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION:

Regular and reliable attendance is an essential function of the job.

Regular and constant communication with Assistant Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

TERMS OF EMPLOYMENT:

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

EVALUATION:

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

Assistant Cooperative Athletic Director

QUALIFICATIONS:

1. Holds a current Nebraska Teaching Certificate
2. Previous experience as a coach is desirable
3. Administrative certificate preferred

REPORTS TO:

Building Principal / Superintendent of District of Employment
Superintendent of Cooperative District(s)

JOB GOAL:

The Assistant Cooperative Athletic Director will be responsible for assisting the Cooperative Athletic Director with the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

PERFORMANCE RESPONSIBILITIES:

1. Assists with all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12 as necessary or when requested by the Cooperative Athletic Director; this shall include but not be limited to:
 2. Contracts in the scheduling of contests
 3. Contracts for officials
 4. Information sheets (schedules, rosters, etc.) to opposing teams
 5. Getting eligibility lists to NSAA
6. Assists with the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests
7. Communicates and discusses aspects of the Cooperative regularly with the Cooperative Athletic Director
8. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
9. Assists with crowd supervision at all home events
10. Assists with keeping the school calendar current as it pertains to athletics
11. Assists in the selection of coaches
12. Assists in the evaluations of coaches; evaluations are to be completed 14 days following the state event in that sport
13. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics
14. Helps close gym, field, etc., following an athletic event
15. Helps secure police protection, medical aid and facilities for athletic events
16. Assists in keeping an accurate record of all varsity athletic events from year to year
17. Assists in the evaluation of all aspects of the athletic program
18. Assists in the oversight and development of procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
19. Assists with all communication with and interpret NSAA rules and regulations in regard to athletics
20. Cooperates with the Cooperative Athletic Director, Superintendent and Principals in attending out-of-town contests as needed
21. Is responsible for securing change for the ticket takers at varsity athletic events at their school
22. Is responsible for having programs printed for athletic contests at their school
23. Assists with scheduling field and gym practice schedules
24. Schedules athletic staff meetings as the need arises

25. Is responsible for the operation and organization of the press box at their school
26. Supervises all radio and television broadcasts and the public address system at their school
27. Has the authority to remove spectators from events and bar them from attending further activities
28. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
29. Attends Booster Club meetings as appropriate
30. All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION:

Regular and reliable attendance is an essential function of the job.

Regular and constant communication with Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

TERMS OF EMPLOYMENT:

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

EVALUATION:

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

Head Coach

QUALIFICATIONS:

1. Holds a current Nebraska Teaching Certificate
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

REPORTS TO:

Athletic Director

JOB GOAL:

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success; at the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for the total program of his/her respective sport
2. Is responsible for the public relations of his/her respective sport, including the reporting of game results.
3. Is responsible for attending a meeting with the Athletic Director prior to the first practice
4. Is responsible for turning in to the Athletic Director an inventory of all equipment under his/her responsibility within two weeks of the last contest
5. Is responsible for turning in to the Athletic Director a list of letter winners, varsity participants, and special awards within two weeks of the last contest
6. Is responsible for turning in to the Athletic Director the equipment requests for the following year within two weeks of the last contest
7. Is responsible for delegating specific duties and responsibilities to assistant coaches
8. Is responsible for securing all doors, lights, windows and locks before leaving the building and/or field after practice
9. Is responsible for checking the safety of equipment, grounds and floors on a weekly basis
10. Is responsible for the actions and conduct of the team when under his/her jurisdiction
11. Is responsible for attending a yearly NSAA rules meeting in his/her respective sport
12. Is responsible for developing a daily practice schedule
13. Is responsible for informing the Athletic Director of rules he/she establishes before they are implemented
14. Is responsible for knowing all rules, regulations and policies that affect his/her respective sport
15. All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION:

Regular and reliable attendance is an essential function of the job.

TERMS OF EMPLOYMENT:

Terms of employment will be defined by a combination of Board policies and the negotiated agreement by the District of Employment.

EVALUATION:

The Head Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Co-Op Athletic Director.

Assistant Coach

QUALIFICATIONS:

1. A current Nebraska Teaching Certificate is preferred
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

REPORTS TO:

Head Coach

JOB GOAL:

To carry out the aims and objectives of the sport program as outlined by the Head Coach

PERFORMANCE RESPONSIBILITIES:

1. Attends a meeting with the Athletic Director prior to the first practice
2. Assists the Head Coach in securing all doors, lights, windows and locks before leaving the building and/or field after practice and games
3. Is responsible for the actions and conduct of the team when under his/her jurisdiction
4. Has knowledge of all rules, regulations and policies that affect his/her respective sport
5. Assists the Head Coach in checking out equipment prior to the start of the season and in checking in and inventorying all equipment at the end of the season
6. Attends all games and practices, unless excused by the Head Coach
7. Assumes the duties of the Head Coach when the Head Coach is absent
8. Serves as the Head Coach for the Junior Varsity and Freshman teams
9. Assists the Head Coach during all varsity games
10. Carries out all other duties and responsibilities assigned by the Head Coach
11. All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION:

Regular and reliable attendance is an essential function of the job.

TERMS OF EMPLOYMENT:

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

EVALUATION:

The Assistant Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Head Coach and the Athletic Director.

Volunteer Coach

QUALIFICATIONS:

1. Has knowledge of adolescent young men and women and the ability to apply said knowledge;
2. Has the ability to organize materials and people.

REPORTS TO:

Head Coach

JOB GOAL:

To carry out the aims and objectives of the sport program as outlined by the Head Coach

PERFORMANCE RESPONSIBILITIES:

1. Attends a meeting with the Athletic Director prior to the first practice;
2. Assists the Head Coach in securing all doors, lights, windows and locks before leaving the building and/or field after practice and games;
3. Is responsible for the actions and conduct of the team when under his/her jurisdiction;
4. Has knowledge of all rules, regulations and policies that affect his/her respective sport;
5. Assists the Head Coach in checking out equipment prior to the start of the season and in checking in and inventorying all equipment at the end of the season;
6. Attends all games and practices, unless excused by the Head Coach;
7. Assists the Head Coach during all varsity games, and the assigned coach(es) for reserve level competition;
8. Will instruct/supervise practice drills that have been assigned by the Head Coach. These drills may not be changed or other drills initiated by the volunteer coach without the Head Coach's approval.
9. Carries out all other duties and responsibilities assigned by the Head Coach;
10. All other district-related duties as assigned by the supervisor.

ESSENTIAL FUNCTION:

Regular and reliable attendance is an essential function of the job.

TERMS OF EMPLOYMENT:

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

EVALUATION:

The Volunteer Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Head Coach and the Athletic Director.

Arcadia-Loup City Rebels

Coaches Handbook



2022-2023

Revised June 3, 2022

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Mission Statement:

The purpose of the Arcadia-Loup City athletic cooperative is to provide a comprehensive and balanced athletic program that will provide more opportunities and experiences for our students that neither school may be able to provide individually.

Statement of Philosophy:

A comprehensive and balanced athletic program is an essential complement of the basic program of instruction. The athletic program should provide opportunities for students to further develop interests and talents in sports and other health-related areas. The opportunity for participation is a privilege that carries with it responsibilities to the school, to the sport, to the student body, to the communities, and to the students themselves.

While Arcadia-Loup City takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. Participation in these activities should provide many students with a lifetime basis for personal values, and for work and leisure activities.

The interscholastic athletic program shall be conducted in accordance with the existing School Board policies, rules, and regulation. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity. Athletics play an important part in helping an individual student develop a healthy self-concept as well as a healthy body. Athletics add to both schools’ spirit and help all students and spectators develop pride in their schools.

Every effort will be made to support the athletics programs with the best facilities, with the necessary equipment, and with the most qualified staff available. The ultimate goals of the sports should be:

1. To realize the value of participation including, but without overemphasizing, the importance of winning.
2. To develop and improve positive citizenship traits among the program’s participants.

The Coach

Since there is an outstanding tradition behind Arcadia-Loup City athletics, the coaches believe that they have the responsibility to give the communities the best teams possible every year. Arcadia-Loup City coaches are dedicated to this task, as they are well aware of the tradition that has been built over the years. Winning at the varsity level of competition will always be uppermost in every coach's mind.

Arcadia-Loup City coaches recognize the desirability of having every student experience the value of participating on an athletic team. In the Arcadia-Loup City athletic program on the junior high and reserve level of competition, the highest emphasis will be placed on participation, with winning the contest still being taken into account.

Cooperative Information:

- Official School Cooperative Name: Arcadia-Loup City
- Official Cooperative Mascot: Rebels
- Official Cooperative Colors: Red, Black, and White
- Official Fight Song: Forward Rebels

Sports and Activities Included:

The sports included in this cooperative agreement, at all levels 7-12, are:

Football	Volleyball
Boys Cross Country	Girls Cross Country
Boys Golf (high school only)	Girls Golf (high school only)
Boys Wrestling	Girls Wrestling
Boys Basketball	Girls Basketball
Boys Track & Field	Girls Track & Field
Cheerleading (high school only)	

All other activities will be conducted by each individual district according to their policies and rules.

Beginning a New Sport

Students may not check out equipment for one sport until all equipment and bills from the preceding sport have been cleared up. With the coach's permission, a student may come out for a sport any time prior to the first varsity contest. Special consideration will be given in case of an illness, injury, a transfer student, or a student starting school late.

Cheerleading:

Cheerleading will be a co-op activity. The program will follow the outlined expectations:

1. Each school will provide a sponsor for cheerleading.
2. One sponsor will be named the head sponsor, and the other will be the assistant.
3. Tryouts will not be required. Squad members will be asked to participate in a clinic in lieu of tryouts.
4. The cheer team will consist of any student interested in participating with no expectation that a certain number has to come from either school.
5. The purchase of uniforms will be the Cheerleader's responsibility and will not exceed \$300..
6. A cheerleading account in the Cooperative Activity Fund will be established.

Coaching Positions:

1. The Cooperative Athletic Director will be in charge of recommending candidates for each coaching position. Input will be sought from the Assistant Athletic Director. Input from the superintendents, principals, and established head coaches will be up to the AD's discretion.
2. Full job descriptions for all coaching positions are available in the Coaches Handbook. Head coaches will be evaluated at the conclusion of each season with input from the Cooperative Athletic Director, Assistant Athletic Director and also an administrator. In the event the Athletic Director is not a certificated administrator the meeting will be conducted by a certified building administrator.
3. Coaches will not be required to submit an application each year. If there is sufficient cause to open a coaching position, the coach will be asked to submit a new application.
4. Each sport will have one (1) head coach at the high school level and one (1) head coach at the junior high level.
5. Each district will decide how many coaches they will pay and what the pay for those coaches will be, in accordance with their local negotiated agreements. The cost for coaches will not be considered a cooperative expense.

Coaching Expectations:

In addition to the expectations stated in the job descriptions, the Cooperative Advisory Committee expects the following from all of the coaches:

1. To be upstanding, ethical, and moral individuals that set the example of sportsmanship for all of our students.
2. To develop practice schedules ahead of time and keep them on file.
3. To communicate effectively with the Boards, administration, staff, students, parents, and communities from both districts.
4. To promote all activities at both districts, along with their own.
5. To understand that conflicts with other activities may arise and that we need to work together with other cooperative athletics and district activities to give all students a well-rounded educational experience.
6. To hold pre-season parent meetings to discuss expectations and rules.
7. To allow for equal opportunities for all students, regardless of the school they attend.

Coming Out Later After the Season Starts

With the coach's permission, a student may come out for a sport any time prior to the first varsity contest. The athlete must remain out of all competition a number of practice days equal to the number of practices missed. This would be the minimum restriction before a student could participate, but individual coaches may be more restrictive. Special consideration will be given in cases of illness, injury, or a new student.

Communication

Effective communication is vital to the success of this cooperative. The administration from both schools shall meet via telephone, DL equipment, or computer software on a weekly basis in order to discuss transportation, contests, coaches, or other issues as they might arise. The superintendents at each district are charged with keeping each other, their respective Boards, staff, and students, and their communities informed on anything concerning this cooperative.

Complaint Protocol

Complaints from parents should be handled in the following manner:

1. Parents should encourage their child to meet with the coach if there is an issue/complaint. However, this meeting should not take place immediately following a contest.
2. If no solution is reached with that meeting, the parent and child should meet with the coach to discuss the issue/complaint. However, this should not take place immediately following a contest.
3. If no solution is reached, the parent and child should meet with the coach and the athletic director.
4. If no solution is reached, the parent and child should meet with the coach, both school principals, and the athletic director.
5. If no solution is reached, the parent and child shall appeal, in writing, to the superintendent of the school their child is enrolled in. The appeal shall also include the meetings that were held to try to remedy the situation. The superintendent will have ten (10) working days to respond to the complaint in writing.
6. If the parent is not satisfied with the response, they may appeal to the school board of the district their child is enrolled in. The Board will then hold an executive session with the parents, child, coach, the athletic director, both principals, and district superintendent at the next regular board meeting. The Board will then have ten (10) working days to respond to the hearing in writing.

Complaints from coaches should be handled in the following manner:

1. Coach will meet with the Cooperative Athletic Director to discuss the complaint.
2. If no solution is reached, the coach will meet with both school principals and the athletic director.
3. If no solution is reached, the coach will meet with both superintendents, both school principals, and the athletic director.
4. If no solution is reached, the coach may appeal to the school board of the district that they are an employee of. The Board will then hold an executive session with the coach, athletic director, both principals, and both superintendents to discuss the complaint. The Board will then have ten (10) working days to respond to the hearing in writing.

Cooperative Athletic Director:

A cooperative athletic director will be hired to be the main contact for athletic purposes. This individual will be in charge of scheduling events, organizing contracts with schools, contracting officials, evaluating coaches, and recommending coaches for open positions. An Assistant Athletic Director from the other district will also be named. Job descriptions for the Cooperative Athletic Director and the Cooperative Assistant Athletic Director are in the Coaches Handbook. The host site principal will assist the Coop AD in finding workers needed for games, arranging for groups to run the concession stand, and making sure the facilities are ready for the game.

The Superintendents from both districts will be responsible for interviewing candidates for the Head and Assistant Athletic Director positions. The Superintendents will recommend candidates to be approved by both School Boards. The Superintendents will evaluate and meet with both the Head and Assistant Athletic Directors each school year, preferably before the April Board Meeting. The evaluation will include a recommendation of employment for the upcoming school year. Recommendations for retention of these positions will be brought to both Boards during the April Board Meeting.

Dressing Room Guidelines

Athletes will be under direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

Athletes should always respect the equipment and supplies in the training room. The coach's office and equipment rooms are off limits to all athletes except student managers.

Whenever possible a coach should be in the locker room when students are present. In order to provide security for athletes' property, keys should not be given to a student.

Horseplay in the locker room will not be tolerated. When no one is in the locker room the doors should be locked.

Coaches should never leave an athlete on the practice floor or field without supervision. Non-participating students are discouraged from being in the practice areas.

No coach may leave the building until all athletes under his/her supervision have left the building.

Equipment

The Arcadia-Loup City athletic department tries to furnish the athlete with as much equipment as needed and feasible. We are confident that we have good equipment and our athletes are well protected.

All equipment will be checked out to individuals at the beginning of the season. The athlete will be responsible for any equipment checked out and should be prepared to pay the replacement cost if lost or checked in at the end of the season in unreasonable condition. The cost of replacement items may in some cases be double the original cost.

All checked-out equipment shall be turned into the respective coaching staff no later than five (5) days following the completion of that season. Equipment check-in should all be done for all team members at the same time, not piecemeal, athlete by athlete. If an athlete fails to check in the equipment at the designated time, he/she will be required to pay the replacement cost.

All such collections for lost and damaged equipment will be handled in the Coop Activities Director's office.

At no time should any athlete wear equipment checked out to him/her except for practices and contests.

An athlete may not check out equipment for another sport until all equipment and/or bills from the preceding sport have been cleared.

Facilities

Each district certifies that they have adequate facilities to implement this cooperative and adequate insurance protection to cover all applicable provisions and situations that may arise from this cooperative.

All teams involved will be provided a locker room at each game. If the boys and girls teams have to share a locker room for double-headers, appropriate processes will be put in place to make sure students are allowed time to change before and after their game. A classroom will be made available for pre-game/halftime meetings as needed. The procedure for sharing locker rooms when home contests are at Arcadia are:

1. The locker rooms will be assigned by the Arcadia Activities Director a minimum of three (3) days prior to the game date and will communicate the locker room assignments to both programs AD's and coaches;

2. When the opposing team arrives at Arcadia, the Arcadia Activities Director will escort the teams to their assigned locker room;
3. The Arcadia Activities Director will, when communicating the locker room assignments to the programs Activities Director and coaches, emphasizing the following:
 - a. An adult coach from the team will be present to supervise the students while in the locker room, before and after the game;
 - b. No students will be allowed in the locker rooms without adult supervision;
 - c. The students will need to put their street clothes and other belongings in their travel bag for safekeeping;
 - d. The players of the game just ending are required to go to their assigned locker room, shower and change back to street clothes in a timely manner – the locker room should be cleared of the previous players before halftime of the following game. For example, the JV girls will need to be out of the locker room before halftime of the JV boys' game, and so on.

Facilities will be maintained and improved at the sole discretion of each individual school district.

Football Scheduling:

This information is a historical record of extra home games and playoff games hosted by the ALC Co-op. This information shall be updated each year to reflect any additional football scheduling that has taken place.

Extra Home Games:

2018 – Loup City hosted 2 varsity games and Arcadia hosted 2 varsity games

2019 – Loup City hosted 2 games and Arcadia hosted 2 games.

****Loup City will host the next extra varsity game****

Home Playoff Games:

2018- Loup City hosted Elm Creek, Arcadia hosted Burwell

2019- Loup City hosted Alma, Arcadia hosted Sutherland

2020- Loup City hosted Stanton

****Arcadia will host the next home playoff game regardless of opponent****

Fundraisers:

Any fundraisers, other than concession stands, conducted by a cooperative activity must be approved by the *Coop* Athletic Director & Building Principals before the fundraiser has begun. Coaches must indicate to the *Coop* Athletic Director what they plan to sell, what the money will be used for, and what expectations they have for the students involved.

Injuries

In the event of an injury to an athlete immediate first aid will be rendered. In case of serious injury, the parents should be contacted at once and their advice or direction sought. Any treatment after first aid becomes the responsibility of the parents. If a student needs to be transported to a medical facility and the parents cannot be reached, a coach, or available adult should accompany the athlete until the parents arrive.

Language

The use of profanity and/or verbally abusive language by our athletes and coaches will not be tolerated. The coaching staff will make every effort to see that the athlete's language is appropriate and will set a good example by not using inappropriate or abusive language themselves.

Lettering Requirements

The first time, and only the first time, that an individual letters in any varsity activity, he/she will be awarded a chenille letter. Each time the individual letters thereafter he/she will be awarded a letter certificate and bar. If the athlete quits the sport during the season, he/she forfeits the letter.

Football -

Volleyball –

Boys’ and Girls’ Cross Country –

Girls’ Golf -

Boys’ Basketball –

Girls’ Basketball –

Wrestling -

Boys and Girls Track –

Boys’ Golf –

Media

All coaches are responsible for calling in their scores.

HASTINGS TV Channel 4	1-877-655-4455	
LINCOLN TV Channel 10-11	1-800-593-1011	
KEARNEY TV Channel 13	1-800-657-2150	
ASSOCIATED PRESS/WISPREP	1-800-300-8340	
GRAND ISLAND INDEPENDENT		
OMAHA WORLD-HERALD	1-800-284-6397	FAX: 1-402-344-3343
LINCOLN JOURNAL STAR	1-800-742-7315	FAX: 1-402-473-7291

Ordering:

All ordering must be approved by the Cooperative Athletic Director, who will then place the order. Orders to be placed in excess of \$1,000 must be approved by both superintendents. All uniform purchases must be approved by both superintendents.

The Coop A.D. will meet with the fall season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by December 31 of that year. The Coop A.D. will meet with the winter season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by April 1 of that year. The Coop A.D. will meet with the spring season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by June 1 of that year.

Overnight Trips:

Coaches will be expected to provide the Coop Athletic Director with an itinerary for all overnight trips at least three (3) days prior to departure. The itinerary will include the following: Departure date and time, hotel information, meal plans/schedules, performance schedules, and potential arrival times. The itinerary must be approved by the Coop Athletic Director before departure and should be shared with both superintendents, building principals, and parents of participating students. Out of state trips/camps need to be approved by both boards beforehand. When meals are provided to participants and coaches the limit will be \$10 per person and a receipt for purchases is required, school districts will provide a method of payment.

The coaches/sponsors of an activity involved in an overnight trip have the sole responsibility for the supervision of the students who are involved in that activity. Questions that may arise would need to proceed up the chain-of-command – meaning to the Coop AD, then both superintendents.

Physical/Rules/Consent Forms

It is strongly recommended that the parents carry accident insurance. The head coach of each sport should encourage his/her athletes to check with his/her parents to see if they have accident insurance. A consent and acknowledgment of the awareness of rules and regulations form is to be signed by a parent and the athlete. It is the head coach's responsibility to see that each athlete turns in this form and physical card. Coaches will keep records and give them to the A.D. to be kept on file. Athletes are not allowed to compete if these forms are not signed and turned into the coach.

All athletes must meet the following requirements before they begin practice:

1. Return a signed physical card to the head coach.
2. Return the sheet to the Athletic Handbook, signed by the athlete and his/her parents, covering the following:
 - a. Parent's agreement to athletes guidelines, as outlined in the handbook.
 - b. Parent's consent to travel and procurement of medical attention, if necessary
 - c. Parent's understanding of responsibility of insurance coverage.
 - d. Parent's understanding of the possibility of athletic injury.
 - e. Athlete's agreement to athletic guidelines, as outlined in the handbook.
 - f. Parent's (at least one) attendance at the pre-season meeting.

Practice and Game Schedules:

1. The Cooperative Athletic Director is in charge of making the schedule for all sports, including the paperwork needed to conduct these events. The Cooperative Athletic Director will work with the Assistant Athletic Director to determine which school will host the home events for each sport. Arcadia will host one (1) home JV/Varsity basketball game each year.
2. The location of the visiting team and their expected attendance will be considered when determining location of games.
3. The small gym in Arcadia will only be used for coop activities of low intensity with supervision. Coop games and full court practices in the Arcadia small gym will not be held.
4. Tournaments, triangulars, and double headers held on the same day will count as one contest for the sake of this agreement.
5. If one district does not have any participants in a given activity, all home games and practices will be at the other district.
6. In the fall season, practices will be distributed based on the percentage of participants from each school at the beginning of the 3rd week of practice. If a school does not have at least 20% of the participants then all practices will be in the school with the larger percentage with only one (1) practice prior to a home game being at the other site.
7. For basketball, a three-gym rotation will be used. The three gyms include both gyms at Loup City, and the new gym in Arcadia.
8. The Rebel Volleyball Tournament and Rebel Wrestling Duals will be held in Loup City. The Junior High Rebel Volleyball Tournament will be held in Arcadia.
9. Attempts will be made to include at least one high school wrestling meet at Arcadia, depending on interest from other schools. The wrestling triangular with Broken Bow and Wood River can continue to be held in the Arcadia small gym on its rotation.
10. All home track and field, cross country, and golf meets/invites will be held in Loup City. Attempts will be made to conduct a Junior High, JV, or Varsity Cross Country Meet in Arcadia.
11. All Conference meets/invites will be held in Loup City.
12. All volleyball triangular matches that include JV contests will be held in Loup City.
13. If the Varsity Football schedule cycle includes nine (9) total home games over two years, the schools will host the additional game on a rotating basis.
14. The Co-op Athletic Director, with the input from head coaches, will produce a practice schedule before the beginning of the season. This practice schedule will be subject to change on short notice.

15. Practices will last no longer than two hours, with the exception of the first week of practices. All practices will be completed no later than 6:15 pm. Wednesday practices will be completed by 5:30 pm.
16. No practices will be held during the school day without prior approval from the Co-Op Athletic Director and both Superintendents.

Program Information

Program information should be given to the A.D. two weeks after the first practice. Information should include: Student's name, uniform number (light/dark), grade, height, weight (if appropriate), and student manager's names.

School Dismissed Because of Bad Weather

When either school is dismissed for all or part of the day due to bad weather, there will be no practices that day.

Student Participation:

All students from Arcadia and Loup City are strongly encouraged to participate in cooperative athletics. The following expectations should be taken into account for all students:

1. All students will be given an equal opportunity to participate.
2. All students at the junior high level will be allowed to participate at each game/contest. The junior high coaches should strive for equal time as much as possible for all students.
3. All students participating in the sub-varsity levels in high school (C/JV) shall be given opportunities to participate during games/events, but may not get equal time and may not get to participate in every game/event. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their game time throughout the season.
4. All students participating at the varsity level shall be given equal opportunities to earn participation time during games/events, but may not get equal time. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their chances at game time throughout the season.
5. As a general rule, seniors will not be allowed to participate on reserve teams. Exceptions to this rule may be made if the coach involved will justify in writing to the Coop A.D. the reasons for the senior playing on the reserve team. The coach and the Coop A.D. will make the final decision.
6. The Arcadia-Loup City Cooperative will use a "no cut" policy for all student activities.

Transportation:

1. All transportation costs for practices, home games held at the other school, and away games will be split between both districts as evenly as possible.
2. All safety and capacity regulations will be followed at all times by both schools.
3. Transportation for away games and events will be scheduled by the Cooperative Athletic Director. All other transportation (to and from practices, to and from games held at the other school, etc.) will be organized by the individual school's Athletic Director.
4. All students will be transported via bus or school vehicle to and from the schools for practice, home games held at the other school, away games, and team camps. With prior building administrative approval, students may drive themselves to practice at the other site. This could be allowed if the student needs to drive themselves due to medical appointments, funerals, or other extenuating circumstances. Under no circumstances shall a student be able to drive another student, other than a sibling, to a practice.
5. Practices at the golf course and athletic complex will be set for a specific time and it will be up to the students to make it to practices on time. Coaches may set expectations for running/walking to practices if they choose. Coaches may be asked to transport students to practices or games.
6. Teams may stay overnight at the discretion of both Superintendents, the Cooperative Athletic Director, and the Assistant Athletic Director. Generally, teams will not be allowed to stay during the regular season unless they would have to leave before 5:00 a.m., or would return after 1:00 a.m. the day of the contest.

Updates:

The effectiveness of this handbook and the regulations contained within will be assessed once per year. Changes will be proposed and discussed during the Cooperative Advisory meeting that is conducted after the spring season. This handbook, and any changes made during the summer, will be approved by no later than each district's August board meeting every year.

Athletic Director

QUALIFICATIONS:

Holds a current Nebraska Teaching Certificate
Previous experience as a coach is desirable
Administrative certificate preferred

REPORTS TO:

Building Principal / Superintendent of District of Employment
Superintendent of Cooperative District(s)

JOB GOAL:

The Athletic Director will be responsible for the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

PERFORMANCE RESPONSIBILITIES:

1. Handles all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12; this shall include but not be limited to:
 - a. Contracts in the scheduling of contests
 - b. Contracts for officials
 - c. Information sheets (schedules, rosters, etc.) to opposing teams
 - d. Getting eligibility lists to NSAA
2. Coordinates the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests with the assistance of the Assistant Cooperative Athletic Director
3. Communicates and discusses aspects of the Cooperative regularly with the Assistant Cooperative Athletic Director
4. Seeks the input of the Assistant Cooperative Athletic Director on all aspects of the athletic programs
5. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
6. Is in charge of crowd supervision at all home events
7. Is responsible for making sure an administrator is present at all away events
8. Is in charge of keeping the school calendar current as it pertains to athletics
9. Assists in the selection of coaches
10. Completes the evaluations of coaches, with the assistance of the Assistant Cooperative Athletic Director; evaluations are to be completed 14 days following the state event in that sport
11. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics
12. Serves as tournament director for any conference or district athletic events scheduled at Loup City or Arcadia
13. Helps close gym, field, etc., following an athletic event
14. Helps secure police protection, medical aid and facilities for athletic events
15. Keeps an accurate record of all varsity athletic events from year to year
16. Assists in the evaluation of all aspects of the athletic program
17. Oversees and develop procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
18. Handles all communication with and interpret NSAA rules and regulations in regard to athletics
19. Cooperates with the Superintendent and Principals in attending out-of-town contests as needed
20. Is responsible for securing change for the ticket takers at varsity athletic events at their school
21. Is responsible for having programs printed for athletic contests at their school
22. Arranges field and gym practice schedules
23. Schedules athletic staff meetings as the need arises
24. Is responsible for the operation and organization of the press box at their school
25. Supervises all radio and television broadcasts and the public address system
26. Has the authority to remove spectators from events and bar them from attending further activities.
27. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
28. Attends Booster Club meetings as appropriate

29. All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION:

Regular and reliable attendance is an essential function of the job.
Regular and constant communication with Assistant Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

TERMS OF EMPLOYMENT:

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

EVALUATION:

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

Assistant Cooperative Athletic Director

QUALIFICATIONS:

1. Holds a current Nebraska Teaching Certificate
2. Previous experience as a coach is desirable
3. Administrative certificate preferred

REPORTS TO:

Building Principal / Superintendent of District of Employment
Superintendent of Cooperative District(s)

JOB GOAL:

The Assistant Cooperative Athletic Director will be responsible for assisting the Cooperative Athletic Director with the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

PERFORMANCE RESPONSIBILITIES:

1. Assists with all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12 as necessary or when requested by the Cooperative Athletic Director; this shall include but not be limited to:
2. Contracts in the scheduling of contests
3. Contracts for officials
4. Information sheets (schedules, rosters, etc.) to opposing teams
5. Getting eligibility lists to NSAA
6. Assists with the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests
7. Communicates and discusses aspects of the Cooperative regularly with the Cooperative Athletic Director
8. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
9. Assists with crowd supervision at all home events
10. Assists with keeping the school calendar current as it pertains to athletics
11. Assists in the selection of coaches
12. Assists in the evaluations of coaches; evaluations are to be completed 14 days following the state event in that sport
13. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics
14. Helps close gym, field, etc., following an athletic event
15. Helps secure police protection, medical aid and facilities for athletic events
16. Assists in keeping an accurate record of all varsity athletic events from year to year

17. Assists in the evaluation of all aspects of the athletic program
18. Assists in the oversight and development of procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
19. Assists with all communication with and interpret NSAA rules and regulations in regard to athletics
20. Cooperates with the Cooperative Athletic Director, Superintendent and Principals in attending out-of-town contests as needed
21. Is responsible for securing change for the ticket takers at varsity athletic events at their school
22. Is responsible for having programs printed for athletic contests at their school
23. Assists with scheduling field and gym practice schedules
24. Schedules athletic staff meetings as the need arises
25. Is responsible for the operation and organization of the press box at their school
26. Supervises all radio and television broadcasts and the public address system at their school
27. Has the authority to remove spectators from events and bar them from attending further activities
28. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
29. Attends Booster Club meetings as appropriate
30. All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION:

Regular and reliable attendance is an essential function of the job.

Regular and constant communication with Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

TERMS OF EMPLOYMENT:

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

EVALUATION:

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

Head Coach

QUALIFICATIONS:

1. Holds a current Nebraska Teaching Certificate
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

REPORTS TO:

Athletic Director

JOB GOAL:

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success; at the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for the total program of his/her respective sport
2. Is responsible for the public relations of his/her respective sport, including the reporting of game results.
3. Is responsible for attending a meeting with the Athletic Director prior to the first practice
4. Is responsible for turning in to the Athletic Director an inventory of all equipment under his/her responsibility within two weeks of the last contest

5. Is responsible for turning in to the Athletic Director a list of letter winners, varsity participants, and special awards within two weeks of the last contest
6. Is responsible for turning in to the Athletic Director the equipment requests for the following year within two weeks of the last contest
7. Is responsible for delegating specific duties and responsibilities to assistant coaches
8. Is responsible for securing all doors, lights, windows and locks before leaving the building and/or field after practice
9. Is responsible for checking the safety of equipment, grounds and floors on a weekly basis
10. Is responsible for the actions and conduct of the team when under his/her jurisdiction
11. Is responsible for attending a yearly NSAA rules meeting in his/her respective sport
12. Is responsible for developing a daily practice schedule
13. Is responsible for informing the Athletic Director of rules he/she establishes before they are implemented
14. Is responsible for knowing all rules, regulations and policies that affect his/her respective sport
15. All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION:

Regular and reliable attendance is an essential function of the job.

TERMS OF EMPLOYMENT:

Terms of employment will be defined by a combination of Board policies and the negotiated agreement by the District of Employment.

EVALUATION:

The Head Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Co-Op Athletic Director.

Assistant Coach

QUALIFICATIONS:

1. A current Nebraska Teaching Certificate is preferred
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

REPORTS TO:

Head Coach

JOB GOAL:

To carry out the aims and objectives of the sport program as outlined by the Head Coach

PERFORMANCE RESPONSIBILITIES:

1. Attends a meeting with the Athletic Director prior to the first practice
2. Assists the Head Coach in securing all doors, lights, windows and locks before leaving the building and/or field after practice and games
3. Is responsible for the actions and conduct of the team when under his/her jurisdiction
4. Has knowledge of all rules, regulations and policies that affect his/her respective sport
5. Assists the Head Coach in checking out equipment prior to the start of the season and in checking in and inventorying all equipment at the end of the season
6. Attends all games and practices, unless excused by the Head Coach
7. Assumes the duties of the Head Coach when the Head Coach is absent
8. Serves as the Head Coach for the Junior Varsity and Freshman teams
9. Assists the Head Coach during all varsity games
10. Carries out all other duties and responsibilities assigned by the Head Coach
11. All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION:

Regular and reliable attendance is an essential function of the job.

TERMS OF EMPLOYMENT:

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

EVALUATION:

The Assistant Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Head Coach and the Athletic Director.

Kuszak Hardware & Variety L.L.C.

P.O. Box 117
Loup City, NE 68853 US
(308) 745-1244
kuszakhardware@outlook.com

Estimate

ADDRESS

Loup City Public School
Loup City, NE 68853

ESTIMATE # 1017

DATE 05/10/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/10/2022	LVT Plank	LVT Plank Make your Mark 5mm LVT LVT Adhesive Sealing over old glue	6,100	0.00	0.00
05/10/2022	Carpet	Carpet Tile fiction/non fiction (24"x24") Installed in Gallery hallway Nexus Adhesive Sealing over old glue	1,900	0.00	0.00
05/10/2022	Disposal	All disposal of carpet and scrap materials included	1	0.00	0.00
05/10/2022	Cove Base	Roppe (Charcoal) 4" cove base remove and replace Cove Base Adhesive	840	0.00	0.00
05/10/2022	Total	Complete project total	1	60,260.00	60,260.00

All material and labor quoted
Freight included

SUBTOTAL 60,260.00
TAX 0.00
TOTAL **\$60,260.00**

Accepted By

Accepted Date

Loup City Public Schools

Superintendent's Report

June 2022

Administrative team, (principals, superintendent) and literacy coordinators as well as Kim Henry attended a ESU 10 workshop with Joe Sanfelippo, superintendent from River Falls, WI on leadership, telling your story and being intentional. It was an amazing day and all agreed a valuable use of our time.

Administrative team, (principals, superintendent) and literacy coordinators returned to ESU 10 the following day for a strategic leadership day. We were able to outline what leadership will look like next year with regard to:

- CIP Process and external team visit preparation
Reading curriculum implementation and teacher support
- LETRS professional development for teachers
- Teaming expectations and setting norms
- Technology plan development
- Behavioral Plan development

Polish Days Princess and Prince contest judging was a new activity for me. Really not possible to choose who was the most lovable. This was my first Polish Days Celebration and it was very enjoyable. Kudos to all the community members and organizations that put the work in to make it great.

School safety 2-day workshop is approaching (June 22 and 23)

Loup City Public Schools

Building, Grounds and Transportation Committee

May 25, 2022 7:30pm

1. Project list Update
 - a. Garage Bid coming from Rob Larcheck
 - i. New siding
 - ii. New garage door(s) both garages need them
 - iii. New side door
 - b. Safety Rails bid – Football Field coming from Seth Skibinski
 - i. Move handrails
 - ii. Safety rails on three free standing bleachers
 - iii. Safety rails at the bottom of bleachers
 - c. Pipe being hauled to Anderson's in Kearney (Tom)
 - d. Paint on press box windows – in progress
 - e. Replacement of bottom step in press box – in progress
 - f. Gutter in courtyard repaired - Done
 - g. Fence on northeast property – discussion
 - h. Ceiling Tiles – ordered
 - i. Handicap door. Electricity run today, final part install tomorrow
 - j. Other?
2. Flooring Bid for Cafeteria/Commons Area
 - a. Kuszak Hardware
3. Navitas Update
 - a. Tour on May 19, 2022 – Nick Rosenberry & Bob Miller (project engineer)
 - i. Reviewed needs for inclusion in potential energy efficiency project
 1. Outside Door replacement
 2. Heat pump replacement plan

3. HVAC Control System / Fire Alarm Control System
4. HVAC Solution at K-2 Building
5. Air Conditioning – North Gym

(There will be a report within the week of what needs to be upgraded and what could be included in the potential application for energy efficiency loan program.)

4. Scoreboard replacement project
 - a. ScoreVision demo
 - i. Funding sources
 1. REAP grant
 2. Alumni donation
 3. Marketing of advertisement program
5. Bus Energy Rebate Program was launched this week
 - a. <https://www.epa.gov/cleanschoolbus/school-bus-rebates-clean-school-bus-program>
6. Other?

Mileage Per Vehicle														Odometer Reading
	Sept-21	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	Total	
2019 Van	445	397	359	210	520	119	3	105					2,158	6,137
2018 Van	1,059	494	672	488	1168	823	109	1,425					6,238	40,058
2009 Blue Taurus	463	916	431	312	675	440	1,208	1,010					5,455	139,314
2013 Red Expedition	955	467	759	905	589	731	514	2,061					6,981	81,899
2016 White Expedition	327	486	499	76	689	714	192	153					3,136	49,424
2011 Silver Expedition	561	337	295	555	89	1,117	100	719					3,773	89,022
06 Bus	691	537	248	282	380	404	251	745					3,538	138,040
18 Bus	943	940	478	542	442	510	840	802					5,497	33,934
05 Bus														
13 Bus	930	690	808	583	934	923	1,059	1,005					6,932	115,687
10 Bus	240	149		1,251	1299	1,409	1,671	1,464					7,483	158,644
20 Bus	1,371	1,539	1,335	1,310	1398	1,344	1,937	1,255					11,489	43,835
09 Bus	745	1,502	1,435	207	260	252	62	110					4,573	160,404
Mini-Bus 10 vehicle 15	497	314		293	55	97	4						1,260	75,326
	1,133	967	770	845	856	764	884	820					7,039	72,261
Total	10,360	9,735	8,089	7,859	9,354	9,647	8,834	11,674					75,552	
Total from reports	10,360	9,735	8,071	7,361	9,246	9,647	8,834	11,674					74,928	

LCPS Vehicle Mileage Report				
		School	Activity	Month Total
Sept-21		6,254	4,106	10,360
Oct-21		6,249	3,486	9,735
Nov-21		6,559	1,539	8,098
Dec-21		4,671	2,962	7,633
Jan-22		6,076	2,897	8,973
Feb-22		5,760	3,885	9,645
Mar-22		6,855	1,879	8,734
Apr-22		6,739	4,935	11,674
May-22				
Jun-22				
Jul-22				
Aug-22				
Year Total		49,163	25,689	74,852

Loup City Public Schools

Curriculum and Americanism Committee

May 25, 2022, 6:30am

1. Conversation concerning ACT scores and plan of action.

2. Review of Reading Professional development
 - CKLA/Amplify
 - LETRS

3. Scheduling in 2022-2023
 - Course offerings
 - Increased academic expectations.

4. Teacher assignments
 - SPED Services
 - Middle Level grade focus

5. Other