



**HASTINGS  
PUBLIC SCHOOLS**

Assuring the essential.  
Expanding the possible.

## **Work Session**

Thursday, June 13, 2019 @ 6:00 PM Central  
Conference Room, 1515 W 8th St, Hastings, NE 68901

1. Roll Call -
2. Announcement - Jim Boeve -
3. Welcome to HEA reps and guests - Jim Boeve -
4. Review Board Norms/Goal - Jim Boeve -
5. Discuss moving the October and November Work Sessions - Jim Boeve -
6. Information on "Spotlight on Learning" - Preschool - Craig Kautz -
7. \*Consent Agenda - Craig Kautz -
8. \*Reaffirm Superintendent Succession Plan - Craig Kautz -
9. \*Approve classified salary increase for 2019-2020 - Craig Kautz -
10. \*Approve administrative salary increases for 2019-2020 - Craig Kautz -
11. Finance Quarterly Update - Craig Kautz -

12. \*Approve substitute rates for 2019-2020 - Craig Kautz -

13. \*Approve new auditing firm - Craig Kautz -

14. \*Approve creation of a Preschool Coordinator Position - Craig Kautz -

15. \*Approve first reading of Proposed Policy 203.06 - Board Committees - Craig Kautz -

16. \*Approve first reading of Proposed Policy 203.061 - Standing Committee on American Civics -  
Craig Kautz -

17. \*Approve first reading of Proposed Policy 402.15 - Wage Information - Craig Kautz -

18. \*Approve first reading of Proposed Policy 502.03 - Entrance - Admissions - Craig Kautz -

19. \*Approve first reading of proposed Policy 504.15 - Smoking, Drinking, or Drugs - Craig Kautz -

20. \*Approve first reading of proposed Policy 505.03 - Student Discipline - Craig Kautz -

21. \*Approve first reading of proposed Policy 507.021 - Directory Information and Military Recruiters  
- Craig Kautz -

22. \*Approve first reading of proposed Policy 703.03 - Procurement Plan - Craig Kautz -

23. \*Approve first reading of proposed Policy 1006.02 - Tobacco Free Facilities and Property - Craig  
Kautz -

24. Reminders - Jim Boeve -

25. Reports, etc., at Board Meeting - Jim Boeve -

26. Adjournment - Jim Boeve -

**\*Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

**\*\*Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

**\*\*\*Action Item:** The board reserves the right to take action on an item listed on the board agenda.

Students, staff, families and community will collaborate to maximize readiness for our student's college/career and citizenship. We will increase the rigor and relevance of each student's learning experience while meeting their academic and well-being needs.

# Hastings Public Schools

## Board of Education Norms

We will work to achieve consensus while valuing differences of opinion both within our Board and when considering the input of others.

We will conduct meetings and business in a manner that is fair and professional.

We will strive to ensure our decisions are congruent with the mission, vision, and strategic plan for the District.

Each member will be committed to the School Board process by attending meetings, being on time, coming prepared, adhering to the agenda (the President of the Board may adjust the order of the agenda to allow the fullest participation of the available members of the Board upon the request of a Board Member), *referencing Robert's Rules of Order*, and participating to their full potential.

We will gather the necessary data; seek expertise from within and outside of our District; and attempt to hear from any parent, student, or other community member in order to make wise decisions that reflect all stakeholders.

We will regularly and intentionally communicate with one another, the administration, faculty, staff, students, community, and the press to ensure information is shared openly and in a relevant, timely and appropriate manner.

We will also maintain confidentiality when necessary.

We will serve as advocates for K-12 public education within our community, as well as within the state of Nebraska.

We will recognize that, as community leaders, we will adhere to the character standards that are the core of our school: respect, responsibility, compassion, and honesty.

***Our collective and fundamental purpose is to assure all students acquire the knowledge, skills, and behaviors essential to be successful individuals and responsible citizens.***

## **PERSONNEL**

### **Administrative Staff Transfer – Lawrence Tunks**

The administration recommends acceptance of the following Administrative Transfer:

Lawrence Tunks transferring from District Director of Learning and Support to Director of Learning to replace Chad Dumas who is resigning June 30, 2019. Mr. Tunks' wage will remain the same according to the 2019-2020 administrative salary schedule. This position will not be filled.

### **Certificated Staff Resignation(s) – Lloyd McIntyre, Krystal Posey**

The administration recommends acceptance of the following Certificated resignation(s):

Lloyd McIntyre resigning from 4th Grade Teacher position at Lincoln effective at the end of the 2018-2019 school year. Resignation received after March 31 and contingent on finding suitable replacement.

Krystal Posey resigning from 0.6432 FTE School Psychologist position at Alcott effective at the end of the 2018-2019 school year. Resignation received after March 31 and contingent on finding suitable replacement.

### **Certificated Staff Appointments – Jeri Campbell, Amanda Collins**

The administration recommends acceptance of the following Certificated appointment(s):

Jeri Campbell to Alternative Education Teacher at Senior High to replace Terry Clark who resigned. Ms. Campbell will be placed at MA-1 according to the 2019-2020 certificated salary schedule. Information about Ms. Campbell is attached.

Amanda Collins to Special Education Skills 3 Teacher at Senior High to replace Kathryn Peterson who resigned. Ms. Collins will be placed at MA-11 according to the 2019-2020 certificated salary schedule. Information about Ms. Collins is attached.

### **Certificated Staff Transfers – Katherine Carlin, Ronda Loetterle, Courtney McCarty, Michael Sanderson, Kelly Schelkopf,**

The administration recommends acceptance of the following Certificated transfer(s):

Katherine Carlin from Music Teacher at Hawthorne to EL Teacher at Hawthorne due to staffing needs. Ms. Carlin's wage and placement will remain the same according to the 2019-2020 certificated salary schedule.

Ronda Loetterle from EL Teacher at Hawthorne to Grade 1 Teacher at Hawthorne due to staffing needs. Ms. Loetterle's wage and placement will remain the same according to the 2019-2020 certificated salary schedule.

Courtney McCarty from 1.0 FTE Math Teacher to 0.5411 FTE Math Teacher at Senior High. Ms. McCarty's placement level will remain the same according to the 2019-2020 certificated salary schedule, her wage and benefits will be adjusted for the new FTE assignment.

Michael Sanderson from Grade 1 Teacher at Hawthorne to Music Teacher at Hawthorne due to staffing needs. Mr. Sanderson's wage and placement will remain the same according to the 2019-2020 certificated salary schedule.

Kelly Schelkopf from 1.0 Special Education Teacher to 0.50 Special Education Teacher/0.50 Math Teacher at Senior High to replace a portion of Courtney McCarty who is transferring to a new FTE assignment. Ms. Schelkopf's wage and placement will remain the same according to the 2019-2020 certificated salary schedule.

**Extra Standard Resignations – Megean Bartos, Nicklaus Drake, Peggy Johnson, Jodi Kaufmann, Bryan Vetter**

The administration recommends the following Extra Standard resignation(s):

Megean Bartos resigned from Senior High Assistant Girls Basketball effective the end of the 2018-2019 school year.

Nicklaus Drake resigned from Senior High Assistant Volleyball effective the end of the 2018-2019 school year.

Peggy Johnson resigned from Senior High Assistant Volleyball effective the end of the 2018-2019 school year.

Jodi Kauffman resigned from Alcott Student Council sponsor effective the end of the 2018-2019 school year.

Bryan Vetter resigned from Senior High Head Boys Golf effective the end of the 2018-2019 school year.

Tamisha Rose-Osgood resigned from Senior High Assistant Girls Track effective the end of the 2018-2019 school year.

**Extra Standard Transfer – Susan Lindblad**

The administration recommends the following Extra Standard transfer(s):

Susan Lindblad from 20-day extended year assignment to 30-day extended year assignment due to duties associated with the AWARE grant coordination. Dr. Lindblad's extra standard assignment will be adjusted for the additional 10 days. This will be funded through the AWARE grant.

**Extra Standard Appointment(s) – Jamee Bockerman, Deanna Dirks, Nicklaus Drake, Peggy Johnson, Jenna Jorgensen, Kelly Landgren, Kendra Laux, Jonathan Lindblad, LaRee Lowry, Emily Reimer, Charlie Shoemaker, Stephanie Strong, Erika Williams**

The administration recommends the following Extra Standard appointment(s):

Jamee Bockerman to Alcott Student Council sponsor (split position) to replace Jodi Kaufman who resigned. Ms. Bockerman will be paid the Elementary Student Council stipend (1/2 split) of \$516.99 at Category A, Level 1 according to the 2019-2020 extra standard salary schedule.

Deanna Dirks to Learning Team Liaison (MS Reading) to replace Victoria Northrop who retired at the end of the 2018-2019 school year. Ms. Dirks will be paid the Learning Team Liaison stipend of \$861.65 according to the 2019-2020 extra standard salary schedule.

Nicklaus Drake to Middle School 8<sup>th</sup> Grade Assistant Football to replace Derrick Adams who is transferring to another position. Mr. Drake will be paid MS Assistant Football stipend of \$1,723.30 at Category I, Level 1 according to the 2019-2020 extra standard salary schedule.

Peggy Johnson to Middle School 8th Grade Assistant Volleyball to replace Abbi Adkisson who resigned at the end of the 2018-2019 school year. Ms. Johnson will be paid the MS Assistant Volleyball stipend of \$2,412.62 at Category I, Level 2 according to the 2019-2020 extra standard salary schedule, with adjustment for prior experience.

Jenna Jorgensen to Learning Team Liaison (MS Special Education) to replace Rebecca Gerber who retired at the end of the 2018-2019 school year. Ms. Jorgensen will be paid the Learning Team Liaison stipend of \$861.65 according to the 2019-2020 extra standard salary schedule.

Kelly Landgren to Learning Team Liaison (1/2 split – Grade 1) to replace Conrad Butler who resigned the end of the 2018-2019 school year. Ms. Landgren will be paid the Learning Team Liaison stipend of \$430.83 (1/2 split) according to the 2019-2020 extra standard salary schedule.

Kendra Laux to Learning Team Liaison (Secondary Physical Education) to replace Carrie Kuhlmann who resigned the end of the 2018-2019 school year. Ms. Laux will be paid the Learning Team Liaison stipend of \$861.65 according to the 2019-2020 extra standard salary schedule

Jonathan Lindblad to Senior High Assistant Wrestling to replace Andrew Smith who resigned. Mr. Lindblad will be paid the SH Assistant Wrestling stipend of \$3,101.94 at Category III, Level 1 according to the extra standard salary schedule.

Jonathan Lindblad to Learning Team Liaison (Skilled & Technical Sciences) to replace Daniel Birnie who resigned the end of the 2018-2019 school year. Mr. Lindblad will be paid the Learning Team Liaison stipend of \$861.65 according to the 2019-2020 extra standard salary schedule

LaRee Lowry to Learning Team Liaison (1/2 split – Grade 1) to replace Conrad Butler who resigned the end of the 2018-2019 school year. Ms. Lowry will be paid the Learning Team Liaison stipend of \$430.83 (1/2 split) according to the 2019-2020 extra standard salary schedule.

Emily Reimer to Learning Team Liaison (Grade 3) to replace Chelsey Mangers who resigned the end of the 2018-2019 school year. Ms. Reimer will be paid the Learning Team Liaison stipend of \$861.65 according to the 2019-2020 extra standard salary schedule

Charlie Shoemaker to Senior High Assistant Girls Track to replace Tamisha Rose-Osgood who resigned. Mr. Shoemaker will be paid the SH Assistant Track stipend of \$2,412.62 at Category II, Level 1 according to the 2019-2020 extra standard salary schedule.

Stephanie Strong to Learning Team Liaison (Grade 5) to replace Brenda Quinones who resigned the end of the 2018-2019 school year. Ms. Strong will be paid the Learning Team Liaison stipend of \$861.65 according to the 2019-2020 extra standard salary schedule.

Erika Williams to Alcott Student Council sponsor (split position) to replace Jodi Kaufman who resigned. Ms. Williams will be paid the Elementary Student Council stipend (1/2 split) of \$516.99 at Category A, Level 1 according to the 2019-2020 extra standard salary schedule.

**Classified Staff Releases/Resignations – Anahi Chacon, Amanda Dvoracek, Marilyn Evans, Lesley Gama, Samantha Hernandez, Gayle Kuhlmann, Katie Millar, Becky Spielman, Lisa Worley**

The administration recommends acceptance of the following classified resignation(s):

Anahi Chacon resigned from Preschool Paraeducator position at Hawthorne effective the end of the 2018-2019 school year. This position will not be filled.

Amanda Dvoracek resigned from Special Education Paraeducator position at Hawthorne effective the end of the 2018-2019 school year. This position will not be filled.

Marilyn Evans released from EL Paraeducator position at Alcott effective the end of the 2018-2019 school year. This position will not be filled.

Lesley Gama released from EL Paraeducator position at Longfellow effective the end of the 2018-2019 school year. This position will not be filled.

Samantha R. Hernandez released from Intervention Paraeducator position at Watson effective the end of the 2018-2019 school year. This position will not be filled.

Gayle Kuhlmann resigned from Special Education/BD Paraeducator position at Middle School effective the end of the 2018-2019 school year. This position will not be filled.

Katie Millar released from Title I Paraeducator position at Longfellow effective the end of the 2018-2019 school year. This position will not be filled.

Becky Spielman released from Special Education Skills 3 Paraeducator position at Hawthorne effective the end of the 2018-2019 school year.

Lisa Worley released from Secretary 10 position at Alcott effective May 31, 2019.

**Classified Staff Transfers – Amanda Kusek**

The administration recommends acceptance of the following classified staff transfer(s):

Amanda Kusek from 0.50 FTE Special Education Paraeducator position at Hawthorne to 0.50 FTE Special Education Paraeducator at Watson due to student moving schools. Ms. Kusek's hourly wage will remain the same according to the 2019-2020 classified salary schedule. This position will not be filled.

**Classified Staff Appointment(s) – Drew Tillemans**

The administration recommends the following classified staff appointment(s):

Drew Tillemans to HVAC/Maintenance position to replace Austin Weidner who was released. Mr. Tillemans will be paid the starting wage for Maintenance HVAC/Plumber according to the 2019-2020 classified salary schedule, with adjustment for education and experience. Information about Mr. Tillemans is attached.

**HASTINGS PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**SUPERINTENDENT SUCCESSION PLAN, 2018 – 2019**

**Acting Superintendent**

Periodically, when the Superintendent must be away from the District on a planned short-term basis, the Superintendent will designate an administrator from the District to represent him or her during the short-term absence. In this instance, no action by the Board of Education is necessary. The Superintendent's designee will be communicated to the members of the Board of Education and the Administrative Team.

However, when the Superintendent will be away from the District or unable to carry out his or her responsibilities for an extended or unplanned period of time (greater than 14 calendar days or as determined by the Board), and is expected to return to his or her duties within the contract year, the Board of Education will appoint an Acting Superintendent from the members of the Administrative Team. Should such an appointment take place, the Acting Superintendent will be expected to adjust the administrative responsibilities of the Administrative Team to allow the Acting Superintendent to serve in the capacity of the chief educational officer while continuing to carry out the functions of his or her prior assignment. In this instance, a replacement administrator for the Acting Superintendent will not be employed.

**Interim Superintendent**

The Board of Education will appoint an Interim Superintendent when a long-term vacancy in the Superintendency occurs at a time when it is not possible for the District to hire a Permanent Superintendent. In consultation with the Board, the Superintendent Succession Planning Committee will be responsible for locating a suitable Interim Superintendent. The Superintendent Succession Planning Committee will advertise and contact professional organizations, state institutions that offer Superintendent Certification Programs, and others to determine the availability of an Interim Superintendent. When necessary, the Superintendent Succession Planning Committee will paper screen, interview, and check the references of Interim Superintendent candidates to formulate a recommendation for the consideration of the full Board. In all cases, an Interim Superintendent position will require proper action by the Board of Education. An Interim Superintendent may be appointed from members of the Administrative Team. Should this occur, the Board would need to find an interim replacement for the Administrative Team Member elevated to the Interim Superintendency. Absent action by the Board, an Interim Superintendent will not be able to apply for a Permanent Superintendent position.

## **Permanent Superintendent**

When a vacancy in the Superintendency is planned, the Superintendent Succession Planning Committee will, in a timely fashion, request proposals from administrative search firms to be approved for use by the Board as determined by the Board. The selected search firm may be asked to carry out some if not all of the following tasks:

- Create a profile using the input of the Board to determine the knowledge, skills, and/or dispositions of a candidate capable of excelling as a Superintendent of the District;
- Advertise broadly;
- Conduct a paper screening and, as appropriate, a reference review to provide the Board with the most qualified applications for the Superintendent Succession Planning Committee to consider.

The Superintendent Succession Planning Committee will determine “finalists.” Once finalists are selected the following Interview Committees will be established by the Superintendent under the direction of the Superintendent Succession Planning Committee:

- Classified Staff: representing the major departments of maintenance, custodial, transportation, clerical, instructional support and other departments deemed appropriate.
- Certificated Staff: representing each elementary and secondary staff on an equal basis.
- Patron: made up of individuals willing to serve from a list of community members generated by Board Members.
- Administrative Staff: made up by Directors and Principals.
- Board of Education.

In addition to interviews with the above committees, the Board President will establish a tour of the District with an individual or individuals designated by the Board President.

The President of the Board of Education will serve as the spokesperson for the District during the selection process and when announcing a new Superintendent.

**HASTINGS PUBLIC SCHOOLS  
ADMINISTRATIVE SALARY SCHEDULE BEGINNING 2019-20**

To determine an administrator's salary, the following formula is used:

**Administrative Positional Factor X Degree/Experience Factor X Base Determined  
by the BOE Annually = Total Compensation**

**Administrative Positional Factor**

<u>Position</u>	<u>No. of Contract Days</u>	<u>Factor</u>
MS Assistant Principal	225	2.80
Elementary Principal	215	2.85
SH Assistant Principal	225	2.90
SH Activities Director	260	2.95
MS Principal	260	3.30
SH Principal	260	3.45
Director	260	3.60

**Degree/Experience Factor 3 X 2**

<u>Steps</u>	<u>MA</u>	<u>MA+18</u>	<u>MA+36</u>	<u>Ed.S</u>	<u>Ed.D/Ph.D</u>
1	1.00	1.03	1.06	1.09	1.12
2	1.02	1.05	1.08	1.11	1.14
3	1.04	1.07	1.10	1.13	1.16
4	1.06	1.09	1.12	1.15	1.18
5	1.08	1.11	1.14	1.17	1.20
6	1.10	1.13	1.16	1.19	1.22
7	1.12	1.15	1.18	1.21	1.24
8	1.14	1.17	1.20	1.23	1.26
9	1.16	1.19	1.22	1.25	1.28
10	1.18	1.21	1.24	1.27	1.30
11		1.23	1.26	1.29	1.32
12		1.25	1.28	1.31	1.34
13			1.30	1.33	1.36
14			1.32	1.35	1.38

Base Salary: \$34,075.00

*(The Superintendent and Board of Education may periodically adjust factors to keep administrative salaries competitive with comparable schools. The Superintendent and the Board of Education reserve the right to freeze an administrator on the salary schedule and to adjust individual administrative salaries based upon performance and/or placement needs.)*

<b>General Fund</b>					
<b>2016-17</b>		<b>2017-2018</b>		<b>2018-19</b>	
Balance 9-1-16	7,207,599	Balance 9-1-17	\$6,588,490.21	Balance 9-1-18	6,163,097
Qtr 1-3 Expenses	29,602,618	Qtr 1-3 Expenses	30,435,820	Qtr 1-3 Expenses	31,084,539
Qtr 1-3 Receipts	33,557,955	Qtr 1-3 Receipts	34,778,902	Qtr 1-3 Receipts	33,907,173
6/1/2017 balance	11,162,936	6/1/2018 balance	\$10,931,572.21	6/1/2019 balance	\$8,985,731.00
<b>2016- 17 Qtr 1-3 total</b>	<b>3,955,337</b>	<b>2017- 18 Qtr 1-3 tota</b>	<b>\$4,343,082.00</b>	<b>2018- 19Qtr 1-3 total</b>	<b>\$2,822,634.00</b>
<b>CCOP</b>					
Balance 9-1-16	1,547,916	Balance 9-1-17	1,756,068	Balance 9-1-18	2,482,217
Expenses	163,329	Expenses	172,273	Expenses	93,432
Receipts	741,690	Receipts	4589	Receipts	162,896
6-1-17 Balance	2,126,277	6-1-18 Balance	1,588,384	6-1-19 Balance	2,551,681
	<b>578,361</b>	Fiscal	-167,684	Fiscal	<b>69,464</b>
<b>Qtr 1-3 Total</b>	<b>4,533,698</b>	<b>Qtr 1-3 Total</b>	<b>\$4,175,398.00</b>	<b>Qtr 1-3 Total</b>	<b>\$2,892,098.00</b>



JUNE 4, 2019

### **Hastings Public Schools**

1924 West A Street  
Hastings, NE 68901

Thank you for the opportunity to provide professional services to Hastings Public Schools. Almqvist, Maltzahn, Galloway & Luth, P.C., has been providing professional services to governmental entities for more than 30 years. Our firm's basic philosophy is to provide excellent client service based on substantial knowledge of, and specialization in, the services to be provided. We recognize that the most important product is prompt and efficient service of the highest quality.

Our firm was formed in 1977 and is located at 1203 W. Second Street, Grand Island, Nebraska. We conduct all of our business from this local office and serve more than 2,500 clients in 28 states.

The engagement team has the background and experience to assist you in accomplishing your goals. Our governmental audit staff comprises 12 members (5 partners, 1 manager, 2 supervisors, 2 senior accountants and 2 staff accountants). We have placed particular emphasis on assigning the best people to your engagement. As required by governmental auditing standards, all professional staff have completed or exceeded the minimum hour requirement for continuing professional education in subjects directly related to the government environment, governmental auditing and Single Audits.

Our knowledge of Nebraska School districts and the special needs of your industry will enable us to provide professional services timely, efficiently, and at a reasonable cost. We are proficient with regard to the requirements of the Nebraska Department of Education's Rules 1 and 2; Uniform Guidance for Audits of States, Local Governments, and Non-Profit Organizations; and all other applicable auditing standards.

The following are school audits that we have completed within the last three years:

#### **SCHOOL DISTRICTS IN NEBRASKA**

- ❖ Adams Central Public Schools
- ❖ Axtell Community School
- ❖ Boone Central Schools
- ❖ Cozad Community Schools
- ❖ East Butler Public Schools
- ❖ Eustis-Farnam Public School
- ❖ Gibbon Public Schools
- ❖ Grand Island Public Schools\*
- ❖ Grand Island Northwest Public Schools\*
- ❖ Holdrege Public Schools\*
- ❖ Kenesaw Public Schools
- ❖ Lexington Public Schools
- ❖ Loomis Public Schools
- ❖ Nebraska Unified School District #1\*
- ❖ Ogallala Public Schools\*
- ❖ Sutherland Community School
- ❖ Wallace Public Schools
- ❖ Wilcox-Hildreth Public School
- ❖ Wood River Rural Schools\*

*\*These audits have been subject to Single Audit procedures during one or more years of our service.*



## PROPOSED COST OF SERVICE FEES

The maximum fee, including travel and out-of-pocket expenses, for work to provide professional services to Hastings Public Schools for the year ending August 31, 2019, will be:

	August 31, <u>2019</u>
Audit of Financial Statement	\$ <u>14,500</u>

### FREQUENCY AND TIME OF BILLING PROCESS

Billings for our services will be rendered approximately every four weeks, and payment is due within 30 days of the invoice date.

The foregoing proposed cost of service fees will be administered upon acceptance of our engagement.

We look forward to working with you and the professional staff of Hastings Public Schools. If you have any questions, please feel free to contact me at 308-381-1810 or at our address listed above.

Sincerely,

ALMQUIST, MALTZAHN, GALLOWAY & LUTH, P.C.

Kyle R. Overturf, CPA  
*Engagement Shareholder*

ALMQUIST MALTZAHN  
GALLOWAY & LUTH  
CERTIFIED PUBLIC ACCOUNTANTS

**BOARD COMMITTEES**

The Board of Education shall have no standing committees other than an Americanism Committee, which is required by law. Special committees may be created by the Board for special assignments. When so created, such committees shall be appointed by the President and shall terminate upon completion of their assignments or they may be terminated by a vote of the Board anytime.

The Board of Education may appoint parents, citizens, students, and certificated and classified employees to advisory, ad hoc, or task force committees

Approved 6-17-02 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

HASTINGS PUBLIC SCHOOLS

**BOARD COMMITTEES**

The Board of Education shall have no standing committees other than an ~~Americanism Committee~~ the **Committee on American Civics**, which is required by law. Special committees may be created by the Board for special assignments. When so created, such committees shall be appointed by the President and shall terminate upon completion of their assignments or they may be terminated by a vote of the Board anytime.

The Board of Education may appoint parents, citizens, students, and certificated and classified employees to advisory, ad hoc, or task force committees

Approved 6-17-02 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

HASTINGS PUBLIC SCHOOLS

**STANDING COMMITTEE ON AMERICAN CIVICS**

It shall be the policy of the Hastings Public Schools that the Committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of the Hastings Public Schools that the Committee on American Civics shall review all major proposals prepared by the Superintendent and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

A checklist outlining the activities and responsibilities of the Committee on American Civics may be found under Policy 203.061 Appendix A.

Legal Reference:   Neb. Rev. Stat. § 79-724  
                          Neb. Rev. Stat. § 79-520  
                          LB 399 (2019)

Approved:

Reviewed:

Revised:

HASTINGS PUBLIC SCHOOLS

### COMMITTEE ON AMERICAN CIVICS CHECKLIST

For the calendar year \_\_\_\_\_, the Board President appointed the following three members to serve on the Committee on American Civics: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

The Committee on American Civics met on the following dates: \_\_\_\_\_ and \_\_\_\_\_. (At least two meetings per year are required.)

The Committee accepted public testimony on the following date: \_\_\_\_\_.

The Committee completed the following tasks (check when completed):

\_\_\_\_\_ Minutes of the Committee on American Civics' meetings have been kept and show the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed.

\_\_\_\_\_ Confirmed the District's social studies curriculum is aligned with NDE standards.

\_\_\_\_\_ Confirmed that the District's social studies curriculum stresses the required patriotic themes.

\_\_\_\_\_ Confirmed that the District's social studies curriculum includes a requirement, in accordance with state law, that high school students (i) complete a written test; (ii) attend a public meeting; or (iii) present or write a paper on an appropriate topic.

\_\_\_\_\_ Confirmed that the curriculum approved by the Committee is available for public inspection.

\_\_\_\_\_ Confirmed that the District's social studies curriculum includes all required components, in accordance with state law and NDE standards, including (a) one hour per week of patriotic instruction for grade levels below sixth grade; (b) a set amount of time to teach American history for grade levels from fifth grade to eighth grade; and (c) at least two courses in high school that teach American civics.

\_\_\_\_\_ Confirmed that the District will conduct appropriate patriotic exercises for the following holidays: George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day.

**WAGE INFORMATION**

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

Legal Reference: LB 217 (2019)

Approved:

Reviewed:

Revised:

HASTINGS PUBLIC SCHOOLS

## **ENTRANCE - ADMISSIONS**

All persons age five through twenty who reside within the boundaries of this School District may attend public schools without payment of tuition. Upon a student's twenty-first birthday, all services shall be discontinued unless the student has an identified handicapping condition and is receiving special education services (see Board of Education Policy 604.03). In addition, persons who do not reside in the District may be admitted under Board of Education policies relating to non-resident students or by specific action of the Board of Education.

The Board of Education may establish fees for students to attend summer programs.

A birth certificate, or other acceptable proof of legal age, and proof of residence are required prior to admission.

In accordance with Nebraska law, a physical examination by a qualified physician, physician assistant, or nurse practitioner is required within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school, provided no such physical examination shall be required of any child whose parent or guardian objects thereto in writing. The cost of such physical examination shall be borne by the parent or guardian of each child who is examined.

In addition, also in accordance with Nebraska law, students shall be immunized against measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, varicella, and any other required immunizations prior to enrollment. Any student not in compliance shall not be permitted to continue in school. Exceptions shall be granted for the following: (1) medical exceptions for health reasons substantiated by a signed statement submitted from a physician; or (2) religious conflict substantiated by a signed affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible. The cost of immunization shall be borne by the parent or guardian of each child immunized.

### **Kindergarten**

In accordance with Nebraska law, a child must be five (5) years of age on or before July 31 of the current school year in order to enter kindergarten. Students who will reach the age of five years on or after August 1 and on or before October 15 of such school year may be admitted if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the

family anticipates relocation to another jurisdiction that would allow admission within the current year, or (iii) the child has demonstrated the capability of carrying the work of kindergarten.

To initiate the procedure for determining if a child is considered capable of carrying out the work of kindergarten, the parent or guardian will make application for early entrance. Upon review of the application materials, the District will either counsel the parents about concerns with the child's skills in meeting the demands of the kindergarten curriculum or recommend the administration of a developmental assessment by District personnel. Based on the results of the developmental assessment, the child may be admitted for early entrance.

### Middle School

To enter Middle School, students must have met the criteria established for elementary promotion or the criteria established here for students transferring from non-accredited schools.

### Senior High

To enter Senior High School, a student must have met the criteria established for Middle School promotion for students enrolled in the Hastings Middle School or the criteria established here for students transferring from non-accredited schools.

### Transfer Students

A student transferring from an accredited school will be placed in Hastings Public Schools at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

A student transferring during grades 9-12 will be responsible for meeting all graduation requirements of the Hastings Public Schools if the student desires to earn a Hastings High School diploma. Credits earned during grades 9-12 at an accredited school will be counted toward Hastings High School graduation requirements.

Credits earned from non-accredited schools in grades 9-12 must be verified by subject matter tests, based on the curriculum of the Hastings Public Schools, originated and given by Hastings High School teachers teaching the courses for which verification is sought. Based on the performance of a student on such a subject matter test, in comparison to other students in the class receiving credit, the principal will determine the amount of credit to be awarded, if any. Disputes

arising over the determination or awarding of credit may be appealed to the Superintendent of Schools.

A student transferring from a non-accredited school during grades 1-8 will be placed according to the student's age, his/her performance on standardized achievement test(s), and/or any other appropriate sources of information. If a student scores lower than one grade level below the grade level appropriate for his/her age level, the student may be placed at a grade level one or two grades below the grade level appropriate for his/her age level. All other students will be placed at the grade level appropriate for their age level. Disputes arising over the grade placement of a student may be appealed to the Superintendent of Schools.

The District administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

Legal Reference: N.D.E. Rule 10 (92 NAC 10), Rule 19, and Rule 13  
R.R.S. 79-215, 79-201, 79-444.01, 79-444.06, and 79-444.07

Approved 12-15-03 Reviewed 11-15-11 Revised 12-19-11

HASTINGS PUBLIC SCHOOLS

## **ENTRANCE - ADMISSIONS**

All persons age five through twenty who reside within the boundaries of this School District may attend public schools without payment of tuition. Upon a student's twenty-first birthday, all services shall be discontinued unless the student has an identified handicapping condition and is receiving special education services (see Board of Education Policy 604.03). In addition, persons who do not reside in the District may be admitted under Board of Education policies relating to non-resident students or by specific action of the Board of Education.

The Board of Education may establish fees for students to attend summer programs.

A birth certificate, or other acceptable proof of legal age, and proof of residence are required prior to admission.

In accordance with Nebraska law, a physical examination by a qualified physician, physician assistant, or nurse practitioner is required within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school, provided no such physical examination shall be required of any child whose parent or guardian objects thereto in writing. The cost of such physical examination shall be borne by the parent or guardian of each child who is examined.

In addition, also in accordance with Nebraska law, students shall be immunized against measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, varicella, and any other required immunizations prior to enrollment. Any student not in compliance shall not be permitted to continue in school. Exceptions shall be granted for the following: (1) medical exceptions for health reasons substantiated by a signed statement submitted from a physician; or (2) religious conflict substantiated by a signed affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible. The cost of immunization shall be borne by the parent or guardian of each child immunized.

### **Kindergarten**

In accordance with Nebraska law, a child must be five (5) years of age on or before July 31 of the current school year in order to enter kindergarten. Students who will reach the age of five years on or after August 1 and on or before

October 15 of such school year may be admitted if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (iii) the child has demonstrated the capability of carrying the work of kindergarten.

To initiate the procedure for determining if a child is considered capable of carrying out the work of kindergarten, the parent or guardian will make application for early entrance. Upon review of the application materials, the District will either counsel the parents about concerns with the child's skills in meeting the demands of the kindergarten curriculum or recommend the administration of a developmental assessment by District personnel. Based on the results of the developmental assessment, the child may be admitted for early entrance.

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A student transferring during grades 9-12 will be responsible for meeting all graduation requirements of the Hastings Public Schools if the student desires to earn a Hastings High School diploma. Credits earned during grades 9-12 at an accredited school will be counted toward Hastings High School graduation requirements.

Credits earned from non-accredited schools in grades 9-12 must be verified by subject matter tests, based on the curriculum of the Hastings Public Schools, originated and given by Hastings High School teachers teaching the courses for which verification is sought. Based on the performance of a student on such a subject matter test, in comparison to other students in the class receiving credit, the principal will determine the amount of credit to be awarded, if any. Disputes arising over the determination or awarding of credit may be appealed to the Superintendent of Schools.

A student transferring from a non-accredited school during grades 1-8 will be placed according to the student's age, his/her performance on standardized achievement test(s), and/or any other appropriate sources of information. If a student scores lower than one grade level below the grade level appropriate for his/her age level, the student may be placed at a grade level one or two grades below the grade level appropriate for his/her age level. All other students will be placed at the grade level appropriate for their age level. Disputes arising over the grade placement of a student may be appealed to the Superintendent of Schools.

The District administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

#### Military Families

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

Legal Reference: N.D.E. Rule 10 (92 NAC 10), Rule 19, and Rule 13  
R.R.S. 79-215, 79-201, 79-444.01, 79-444.06, and 79-444.07

Approved 12-15-03 Reviewed 11-15-11 Revised 12-19-11

HASTINGS PUBLIC SCHOOLS

**SMOKING, DRINKING, OR DRUGS**

The Board believes the substance abuse prevention program shall include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students, which address the legal, social, and health consequences of tobacco, drug, and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs, or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

It shall be the responsibility of the Superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on School District property or on property within the jurisdiction of the School District; while on school-owned and/or operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the School District.

The Board believes such illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase, or being in possession of cigarettes, tobacco, or tobacco products for those under the age of eighteen may be reported to the local law enforcement authorities. Possession, use, or being under the influence of beer, wine, alcohol, and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the Superintendent or designee. If such student fails to satisfactorily complete such a program, the student may be subject to discipline, including suspension or expulsion.

Legal Reference: 34 C.F.R. Pt. 86 (1996).

Cross Reference: 504 Student Rights and Responsibilities  
505 Student Discipline  
508 Student Health and Well-Being

Approved 9-15-03 Received \_\_\_\_\_ Revised \_\_\_\_\_

HASTINGS PUBLIC SCHOOLS

## SMOKING, DRINKING, OR DRUGS

The Board believes the substance abuse prevention program shall include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students, which address the legal, social, and health consequences of tobacco (including electronic nicotine delivery systems), drug, and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco (including electronic nicotine delivery systems), drugs, or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

It shall be the responsibility of the Superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco (including electronic nicotine delivery systems), other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on School District property or on property within the jurisdiction of the School District; while on school-owned and/or operated transportation; while attending or engaged in school activities; and while away

from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the School District.

The Board believes such illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase, or being in possession of cigarettes, tobacco, or tobacco products (including electronic nicotine delivery systems) for those under the age of nineteen may be reported to the local law enforcement authorities. Possession, use, or being under the influence of beer, wine, alcohol, and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the Superintendent or designee. If such student fails to satisfactorily complete such a program, the student may be subject to discipline, including suspension or expulsion.

Legal Reference: 34 C.F.R. Pt. 86 (1996).

Cross Reference: 504 Student Rights and Responsibilities  
505 Student Discipline  
508 Student Health and Well-Being

Approved 9-15-03 Received \_\_\_\_\_ Revised \_\_\_\_\_

HASTINGS PUBLIC SCHOOLS

## **STUDENT DISCIPLINE**

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or

- guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
  - e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for

- b. expulsion; the procedures will be those set forth in the Student Discipline Act.
- c. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- d. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- e. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- f. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- g. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order

of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

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

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

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

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

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

D. Law Violations

- 1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school

officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

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

Forms related to this Policy are attached as Exhibit A.

Approved

Reviewed 6-18-18; 7-16-18

Revised 7-16-18

HASTINGS PUBLIC SCHOOLS

## STUDENT DISCIPLINE

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

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or

- guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
  - e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for

- b. expulsion; the procedures will be those set forth in the Student Discipline Act.
- c. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- d. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- e. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- f. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- g. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order

of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

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

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

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

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

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

D. Law Violations

- 1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school

officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

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

Forms related to this Policy are attached as Exhibit A.

Approved

Reviewed

Revised

HASTINGS PUBLIC SCHOOLS

**DIRECTORY INFORMATION AND MILITARY RECRUITERS**

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

Legal Reference: LB 575 (2019)

Approved:

Reviewed:

Revised:

HASTINGS PUBLIC SCHOOLS

## **PROCUREMENT PLAN – SCHOOL FOOD AUTHORITIES**

It is the policy of the Hastings Public Schools to implement all required and recommended procurement rules, regulations, and policies established for the National School Lunch and Breakfast Programs by appropriate federal and state authorities. To that end, the District establishes the following:

### **Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$150,000 per year (per procurement event or in aggregate purchases) the District will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$150,000 per year (per procurement event or in aggregate purchases) the District will follow the Formal Competitive Solicitation Procedures.

### **Micro-Purchase Procedures**

Micro-purchases may be used for annual transactions under \$3,500 per vendor. Under this procedure, prices must be reviewed for reasonableness. In addition, purchases will be spread equitably among all qualified sources.

### **Small Purchase Procedures**

The Small Purchase Procedure is for purchases made below the small purchase threshold. When these procedures are used, the District will take the following steps:

1. Contact a minimum of three potential vendors;
2. Document each vendor's quoted price;
3. Select the company that provides the lowest, most responsive, and responsible bid;
4. Inform all bidding companies in writing of the final decision made by the District; and
5. Write contract for meal service between the District and the winning vendor.

### **Formal Competitive Solicitation Procedures**

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation procedures are used, the District will take the following steps:

1. Prepare a Request for Proposal (RFP) document specifically addressing the items to be procured. The RFP will include detailed specifications and heavily weight price.

2. Publicly announce and advertise the bid/proposal at least 21 days prior to proposal opening. Announcements will include the date, time, and location of the meeting to open proposals.
3. Determine the most responsive and responsible proposal by using the selection criteria set forth in the proposal document. Responsible vendors will be those whose proposal most conforms to all the terms, conditions, and requirements of the RFP.
4. Award the contract at least two weeks before the program operation begins. If a protest is received, it will be handled in accordance with appropriate regulations.
5. Retain all records pertaining to the formal competitive proposal process for a period of five years plus the current year.

The District incorporates the following elements into the Procurement Policy as required by regulation:

1. Competition: The District shall demonstrate that goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted.
  2. Comparability: The District recognizes the need for true competition to take place and will maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.
  3. Documentation: The District shall maintain, for the current year and the preceding three years, all menus, production records, requests for proposals, proposal results, proposal tabulations or any other significant materials that will serve to document policies and procedures.
  4. Code of Conduct: This program shall be governed by the following:
    - A. No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
    - B. No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
    - C. Employees, officers or agents of the District that violate these standards shall be subject to appropriate disciplinary actions.
- This Code of Conduct shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program.
5. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with the

food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.

6. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation.

7. General Requirements: Small, minority, and women's business enterprises and labor firms are to be used when possible. Also, a cost or price analysis in connection with every procurement action shall be made on actions in excess of the Simplified Acquisition Threshold, including contract modifications. Finally, documented procurement procedures and activities will be maintained.

8. Duties of Food Service Supervisor:

A. To work with staff and clients in developing acceptable menus for breakfast and lunch.

B. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per month.

C. To place and confirm orders with vendors, or make plans to purchase the required items.

D. To keep program menus up-to-date by testing and using new products and seeking feedback from staff and clients.

E. To send out requests for proposals to vendors who have expressed an interest in doing business with the District.

F. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.

G. To work with vendors on a fair and equal basis.

H. To develop a list of acceptable brands providing multiple brands per proposal item when possible.

J. To conduct an in-house procurement review once per year.

Approved 7/17/2017

Reviewed

Revised

HASTINGS PUBLIC SCHOOLS

## PROCUREMENT PLAN – SCHOOL FOOD AUTHORITIES

It is the policy of the Hastings Public Schools to implement all required and recommended procurement rules, regulations, and policies established for the National School Lunch and Breakfast Programs by appropriate federal and state authorities. To that end, the District establishes the following:

### **Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than **\$250,000 (small purchase threshold)** ~~per year~~ (per procurement event or in aggregate purchases) the District will follow the informal Small Purchase Procedures.
- When the annual total for food service program related items is greater than **\$250,000 (small purchase threshold)** per year per procurement event or in aggregate purchases the District will follow the Formal Competitive Solicitation Procedures.

### Micro-Purchase Procedures

Micro-purchases may be used for ~~annual transactions~~ **single purchases** under ~~\$3,500~~ **\$10,000** per vendor. Under this procedure, prices must be reviewed for reasonableness. In addition, purchases will be spread equitably among all qualified sources.

### Small Purchase Procedures

The Small Purchase Procedure is for purchases made below the small purchase threshold. When these procedures are used, the District will take the following steps:

1. Contact a ~~minimum of three potential vendors~~ **reasonable number of qualified vendors**;
2. **Write specifications for goods and services**;
3. Document each vendor's quoted price (**example, a log sheet**);
4. Select the company that provides the lowest, most responsive, and responsible bid;
5. ~~Inform all bidding companies in writing of the final decision made by the District~~ **Document supplier who was awarded the quote**; and
6. ~~Write contract for meal service between the District and the winning vendor~~ **Manage orders by confirming product and prices match quotes.**

### Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation procedures are used, the District will take the following steps:

1. Prepare a Request for Proposal (RFP) document specifically addressing the items to be procured. The RFP will include detailed specifications and heavily weight price.
2. Publicly announce and advertise the bid/proposal at least 21 days prior to proposal opening. Announcements will include the date, time, and location of the meeting to open proposals.
3. Determine the most responsive and responsible proposal by using the selection criteria set forth in the proposal document. Responsible vendors will be those whose proposal most conforms to all the terms, conditions, and requirements of the RFP. **Responsible vendors will be those who are capable of performing successfully under the terms and conditions of the contract.**
4. Award the contract at least two weeks before the program operation begins. If a protest is received, it will be handled in accordance with appropriate regulations.
5. Retain all records pertaining to the formal competitive proposal process for a period of five years plus the current year.

The District incorporates the following elements into the Procurement Policy as required by regulation:

1. Competition: The District shall demonstrate that goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted.
2. Comparability: The District recognizes the need for true competition to take place and will maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.
3. Documentation: The District shall maintain, for the current year and the preceding three years, all menus, ~~production records, requests for proposals, proposal results, proposal tabulations or any other significant materials~~ that will serve to document policies and procedures.
4. Code of Conduct: This program shall be governed by the following:
  - A. No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
  - B. No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
  - C. Employees, officers or agents of the District that violate these standards shall be subject to appropriate disciplinary actions.

This Code of Conduct shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program.

5. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with the food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.
6. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation.
7. General Requirements: Small, minority, and women's business enterprises and labor firms are to be used when possible. **Ensure compliance with the Buy American Provision when purchasing food.** Also, a cost or price analysis in connection with every procurement action shall be made on actions in excess of the ~~Simplified Acquisition~~ **Small Purchase** Threshold, including contract modifications. Finally, documented procurement procedures and activities will be maintained.
8. Duties of Food Service Supervisor:
- A. ~~To work with staff and clients in developing acceptable menus for breakfast ————— and lunch.~~ **Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.**
  - B. ~~To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per month.~~ **Develop written specifications for food/supplies needed including details such as descriptions and product requirements (e.g., packaging, weight, pack size, etc.) for needed goods or services.**
  - C. ~~To place and confirm orders with vendors, or make plans to purchase the required items.~~ **Compare product specifications among all vendors/contractors with price information obtained from grocery stores, farmer's markets, etc.**
  - D. ~~To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.~~ **Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.**
  - E. ~~To send out requests for proposals to vendors who have expressed an interest in doing business with the District.~~ **Place and confirm orders with vendors or make plans to purchase the required items.**
  - F. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
  - G. To work with vendors on a fair and equal basis.
  - H. ~~To develop a list of acceptable brands providing multiple brands per proposal ————— item when possible.~~
  - H. To conduct an in-house procurement review once per year.

Approved

Reviewed

Revised

HASTINGS PUBLIC SCHOOLS

## **TOBACCO-FREE FACILITIES AND PROPERTY**

It shall be the policy of the Hastings Public Schools that all uses of tobacco and tobacco products (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, will be prohibited within the District's facilities and the property owned by the District.

At no time will the use of tobacco and tobacco products, vapor products, alternative nicotine products, tobacco product look-alikes, or products intended to replicate tobacco products either by appearance or effect be permitted in classrooms, corridors, restrooms, locker rooms, work areas-, cafeterias, offices, faculty lounges, gymnasiums, or other rooms located within the District's facilities.

It shall further be the policy of the Hastings Public Schools that the use of tobacco and tobacco products, vapor products, alternative nicotine products, tobacco look-alikes, and products intended to replicate tobacco products either by appearance or effect will be prohibited in all vehicles owned, leased, or operated by the District.

District employees and students enrolled in the District's schools will not be permitted to use tobacco and tobacco products, vapor products, alternative nicotine products, tobacco look-alikes, and products intended to replicate tobacco products either by appearance or effect while they are participants in any class or activity in which they represent the Hastings Public School District.

This does not preclude adults from wearing non-visible nicotine patches or using nicotine gum (without displaying the product container), as a part of a tobacco cessation program.

It is the intention of the Board of Education that this policy will become effective on August 1, 2014. It shall apply to all employees of the Hastings Public Schools, to all students enrolled in the Hastings Public Schools, to all visitors, to employees of agencies who work with students and/or employees of the Hastings Public Schools, to spectators at various contests and activities, and to all other persons who are authorized to be in the District's facilities or on property owned by the District.

On or before August 1, 2014, signs will be posted throughout the District's facilities and property to notify students, employees, and all other

persons visiting the school of the prohibitions contained herein.

Legal Reference: R.R.S. 71-5717 Clean Indoor Air Act, Purpose  
71-5726 Public Place, Define  
71-5729 Smoking in public place prohibited

Cross Reference: 1006.01 Community Use of School District  
Buildings, Sites, and Equipment

Approved 12-16-02 Reviewed 03-21-11, 04-18-11 Revised 04-18-11  
07-21-14

HASTINGS PUBLIC SCHOOLS