

Board of Education Regular Meeting

Monday, July 14, 2025 Following Parent Involvement Hearing

**1. OPEN THE MEETING**

1.1. **Call to Order**

1.1.1. **Publication of Meeting**

1.1.2. **Nebraska Open Meetings Law**

1.1.3. **Pledge of Allegiance**

1.1.4. **District Mission Statement**

1.2. **Board Member Roll Call**

**2. PUBLIC COMMENT (agenda item specific)**

**3. INFORMATION ITEMS**

3.1. **Administrator Reports**

3.1.1. **Superintendent Report - Mrs. Beran**

3.1.1.1. **Board Members Participating in District Insurance**

3.1.2. **Principal/AD Report - Mr. Marquez**

3.1.3. **Principal Report - Mrs. Williams**

3.2. **Board Committee Reports**

3.2.1. **Building, Grounds, and Transportation**

3.2.2. **Finance and Personnel**

3.2.3. **Policy and Negotiations**

3.2.4. **Americanism, Curriculum, and Technology**

**4. CONSENT AGENDA**

Motion was made to approve the consent agenda as is. This motion, made by Lynette Mitchell and seconded by Ryan Martin, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Hannah Hild: Yea, Jacob Kringle: Yea, Ryan Martin: Yea, Lynette Mitchell: Yea

4.1. **Prior Meeting Minutes**

4.2. **Policy Final Reading and Adoption Including all New Policy Updates**

4.2.1. **Revise Creation, Amendment, & Distribution of Board of Education Policies (Policy 1002) - required**

4.2.2. **Revise Complaint Procedure Policy 2006 - required**

4.2.3. **Revise Meetings Policy 2008 - required**

4.2.4. **Revise Bidding for Construction Policy 3003 - required**

4.2.5. **Revise Fiscal Management for Purchasing Policy 3004.1 - required**

4.2.6. **Revise Record Management Policy 3023 - required**

4.2.7. **Revise Handbook Policy 3026 - required**

4.2.8. **Revise Purchasing (Credit) Card Program Policy 3036- required**

4.2.9. **Revise Design-Build Contracts Policy 3043 - required**

4.2.10. **Revise Data Breach Policy 3047 - required**

4.2.11. **Revise Title IX Policy 3057 - required**

4.2.12. **Revise Staff & District Social Media Policy 4051 - required**

4.2.13. **Revise Compulsory Attendance Policy 5001 - required**

4.2.14. **Revise Admission of Students Policy 5002 - required**

4.2.15. **Revise Admission of Part-Time Students Policy 5003 - required**

4.2.16. **Revise Protection of Pupil Rights Policy 5015 - required**

4.2.17. **Review & Reaffirm Student Discipline Policy 5035 - no changes**

4.2.18. **Revise Emergency Exclusion Policy 6031 - required**

4.2.19. **Revise Concussion Awareness Policy 6034 - required**

4.3. *Financial Reports and Claims according to Review of Bills policy 3007*

4.4. **Revise & Approve 2025-2026 Handbooks**

5. **ACTION ITEMS**

5.1. **Discuss, Reaffirm or Revise Parental Involvement Policies - hearing input considered**

Motion was made to reaffirm the Parental Involvement Policies. This motion, made by Alicia Beavers and seconded by Jacob Kringle, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Hannah Hild: Yea, Jacob Kringle: Yea, Ryan Martin: Yea, Lynette Mitchell: Yea

5.2. **Discuss, Reaffirm or Revise Superintendent Evaluation Policy 4057 - highly recommended**

Motion was made to revise the Superintendent Evaluation Policy 4057. This motion, made by Alicia Beavers and seconded by Cole Brodine, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Hannah Hild: Yea, Jacob Kringle: Yea, Ryan Martin: Yea, Lynette Mitchell: Yea

5.3. **Discuss, Reaffirm or Revise Student Records Policy 5016 - highly recommended**

Motion was made to revise Student Records Policy 5016. This motion, made by Alicia Beavers and seconded by Cole Brodine, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Hannah Hild: Yea, Jacob Kringle: Yea, Ryan Martin: Yea, Lynette Mitchell: Yea

5.4. **Discuss, Reaffirm or Revise Student Fees Policy - hearing input considered**

Motion was made to revise Student Fees Policy. This motion, made by Alicia Beavers and seconded by Hannah Hild, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Hannah Hild: Yea, Jacob Kringle: Yea, Ryan Martin: Yea, Lynette Mitchell: Yea

6. **SCHEDULE NEXT REGULAR BOARD MEETING - schedule EOY meeting & Budget Workshop Meeting**

7. **ADJOURN**

Motion was made to adjourn the meeting at 6:37pm. This motion, made by Lynette Mitchell and seconded by Ryan Martin, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Hannah Hild: Yea, Jacob Kringle: Yea, Ryan Martin: Yea, Lynette Mitchell: Yea

8. **\*\*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 Act.**

9. **\*\*SEQUENCE OF AGENDA: The sequence of agenda topics is subject to change at the discretion of the board.**

**2009**  
**Public Participation at Board Meetings**

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board shall require members of the public desiring to address the board to identify themselves, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **PUBLIC PARTICIPATION**

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:  
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand and state your name.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.



Elm Creek Public Schools  
Annual Report  
2023-2024



Love BLUE, Live GOLD

## *Elm Creek Public School's Mission*



ECPS continues a deep tradition of strong core values, preparing students for successful futures through academics, citizenship, and opportunity in collaboration with our community.

## *Elm Creek Public School's Vision*



At Elm Creek we will provide:

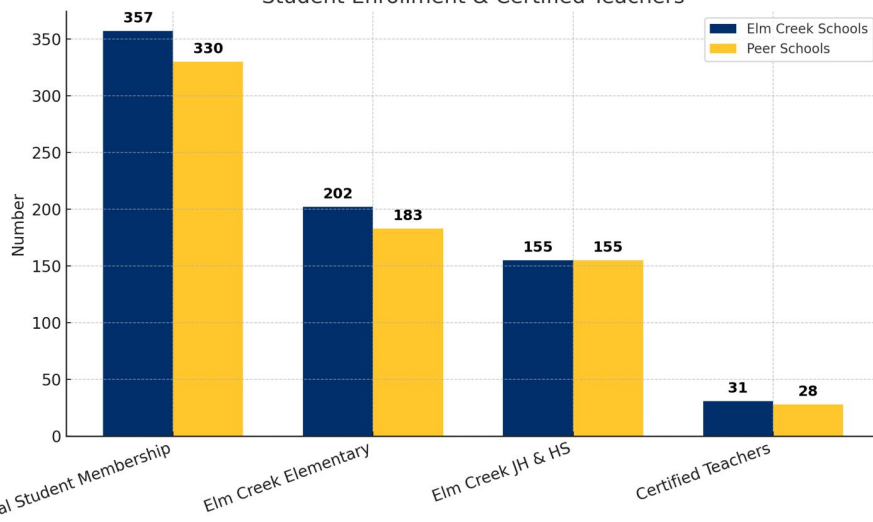
- High-Quality Learning Opportunities
- Positive and Growing Climate and Culture
  - Quality District Resources

## *School Improvement Goal*

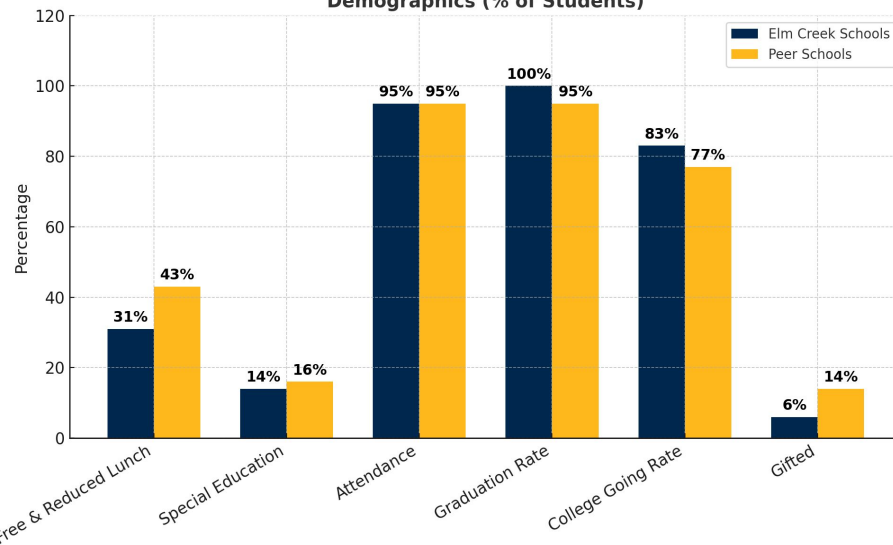
Priority Goal: Improve students' performance in reading proficiency, through MTSS process, grades K-12, from 57% meeting expectations to 65% meeting expectations as measured by the district assessments.

# DEMOGRAPHICS

### Student Enrollment & Certified Teachers



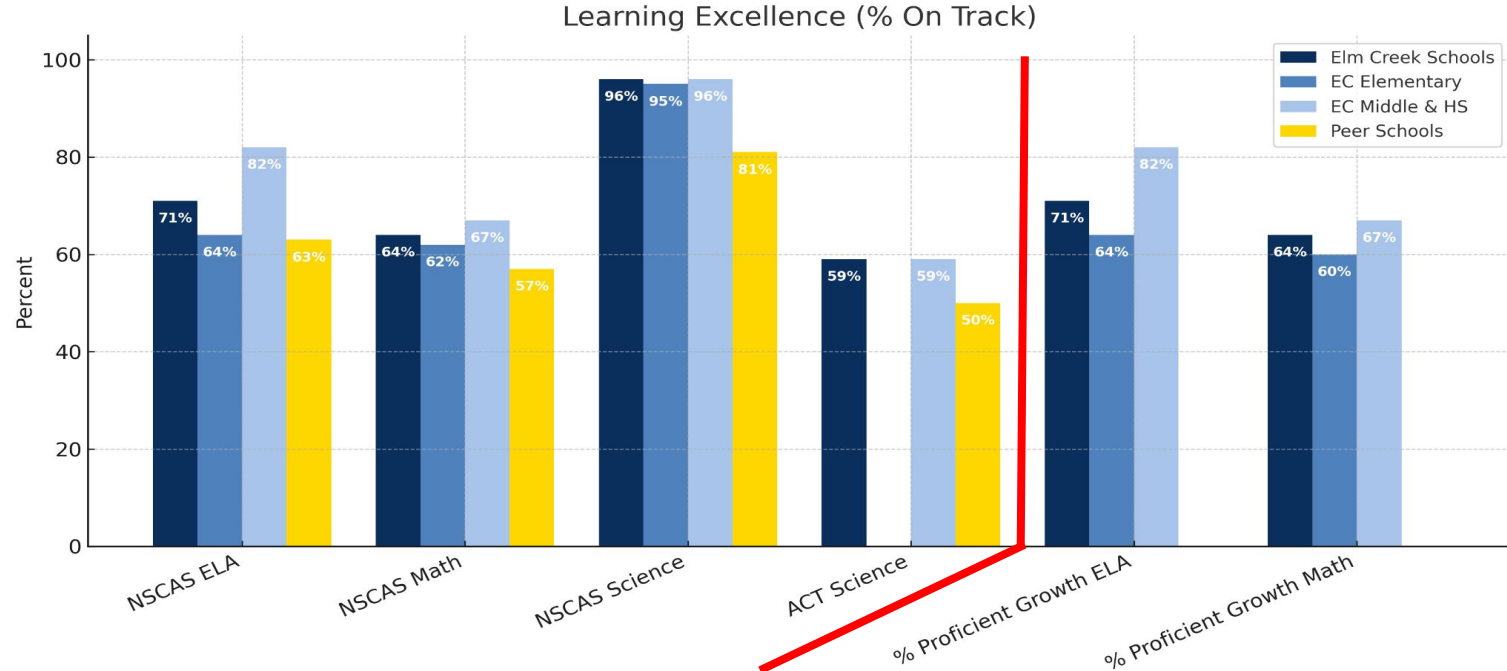
### Demographics (% of Students)



**Elm Creek served 357 students with 31 certified teachers, maintaining a favorable student-to-teacher ratio that supports individualized instruction, though continued enrollment growth may challenge this balance.**

**Elm Creek maintained good attendance and graduation rates. Efforts continue to address diverse student needs, with a continued focus on maintaining and improving attendance and graduation rates.**

# LEARNING EXCELLENCE



**Students at Elm Creek outperformed peer averages in multiple state and local assessments demonstrating positive growth and achievement.**

**Growth:** In 2023-2024, 71% of students district-wide demonstrated growth in ELA and 64% in Math compared to 2022-2023.

# LEARNING EXCELLENCE

<b>AQuESTT Classification Ratings</b>	
Entity	AQuESTT Rating
EC District	Great
EC Elementary	Great
EC Middle School	Excellent
EC High School	Good

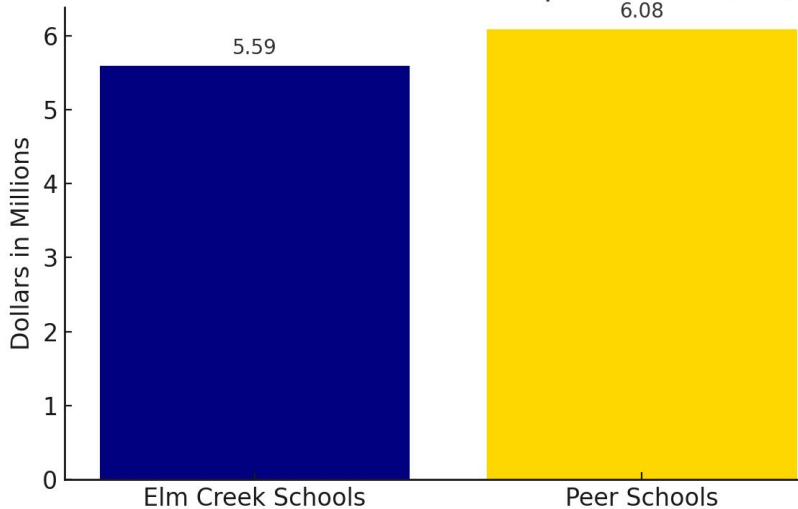
Elm Creek Public Schools is proud to share our 2023-2024 AQuESTT ratings. The district and elementary school received a "Great" rating, reflecting strong leadership, a positive culture, and a focus on student success.

The junior high earned an "Excellent" rating, highlighting effective instruction, strong leadership, and a positive culture. The high school earned a "Good" rating, reflecting steady growth and ongoing progress.

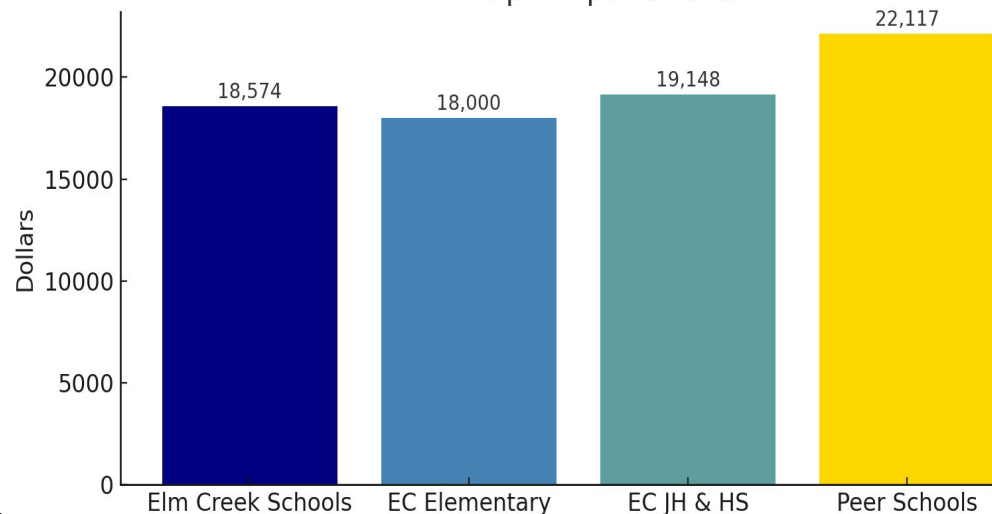
The results reflect the dedication of our staff, students, and families, and their shared commitment to continuous improvement and success for all learners.

# FINANCIAL: EXPENDITURES

Financial Overview: Total Expenditures (\$M)



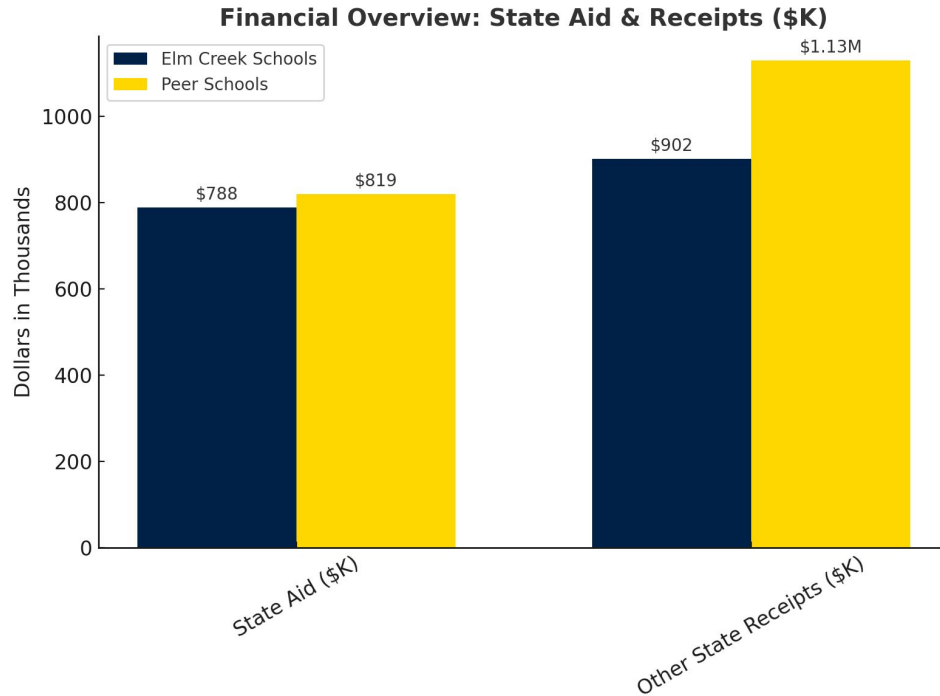
Per Pupil Expenditures



**Overall expenditures remained efficient and focused on student learning and school improvement.**

**Elm Creek allocated resources strategically across all educational programs to support academic success.**

# FINANCIAL: RECEIPTS



**While costly repairs and needed facility replacements continue to place pressure on the budget, we remain committed to making fiscally responsible decisions that prioritize learning and well-being of all stakeholders.**



## School Board 2023-2024

Alicia Beavers - President  
JC Ourada - Vice President  
Morgan Fouts - Treasurer  
Cole Brodine - Secretary  
Lynette Mitchell - Member  
Hannah Hild - Member

(2024-2025 incoming - Jacob Kringle & Ryan Martin)

(2024-2025 outgoing - JC Ourada & Morgan Fouts)

## Administrators

Terah Williams  
Elementary Principal  
terah.williams@elmcreekschools.org

Brandon Marquez  
JH/HS Principal & AD  
brandon.marquez@elmcreekschools.org

Kim Beran (2024-2025)  
Superintendent  
kim.beran@elmcreekschools.org  
(Tom Moore - 2023-2024)

### Board Points as of July 11, 2025

Full Name	Contact Type	Points	Award Level
Alicia Beavers	Board Member	740	Point Award - Level V
Cole Brodine	Board Member	305	Point Award - Level III
Hannah Hild	Board Member	335	Point Award - Level III
Jacob Kringle	Board Member	170	Point Award - Level I
Lynette Mitchell	Board Member	1,545	Point Award - Level IX
Ryan Martin	Board Member	130	Point Award - Level I

**Mrs. Beran's BOE Report  
July 14, 2025**

**Important Dates:**

- Aug. 4th - Teachers return
- Aug. 6th - Open House @ 5:00 pm
- Aug. 7th - First Day for Students
- Aug. 21st - NASB Membership Meeting @ Kearney

**Information:**

2024-2025	General Fund Expenditures:					GF Exp. Prior Years		
	Month	Expenditures	Payroll	Monthly Total	YTD Expend.	% Spent	23-24 Year	22-23 Year
Sept.	\$71,734.04	\$401,328.40	\$473,062.44	\$473,062.44	6.87%	\$442,474.11	\$460,444.94	\$393,834.85
Oct.	\$143,301.85	\$389,988.59	\$533,290.44	\$1,006,352.88	14.17%	\$407,233.05	\$404,233.94	\$410,708.16
Nov.	\$85,836.51	\$381,306.35	\$467,142.86	\$1,473,495.74	21.40%	\$513,853.24	\$439,448.67	\$384,403.40
Dec.	\$98,024.05	\$373,071.62	\$471,095.67	\$1,944,591.41	28.24%	\$422,378.32	\$403,410.06	\$380,767.22
Jan.	\$75,162.01	\$364,555.75	\$439,717.76	\$2,384,309.17	34.62%	\$369,091.31	\$359,536.46	\$353,204.85
Feb.	\$61,266.69	\$382,442.40	\$443,709.09	\$2,828,018.26	41.07%	\$421,966.12	\$403,816.38	\$403,186.53
March	\$45,262.48	\$367,040.13	\$412,302.61	\$3,240,320.87	47.05%	\$389,448.48	\$377,540.40	\$365,457.90
April	\$132,379.85	\$379,697.29	\$512,077.14	\$3,752,398.01	54.49%	\$421,565.11	\$455,019.95	\$410,870.82
May	\$118,966.19	\$381,416.12	\$500,382.31	\$4,252,780.32	61.76%	\$458,119.41	\$439,964.13	\$364,910.92
June	\$87,729.21	\$342,787.14	\$430,516.35	\$4,683,296.67	68.01%	\$442,341.57	\$428,110.34	\$348,723.76
July					0.00%	\$368,970.53	\$380,040.82	\$390,971.36
Aug					0.00%	\$934,327.30	\$745,559.39	\$841,974.85
<b>EOY Total</b>					<b>0.00%</b>	<b>\$5,591,768.55</b>	<b>\$5,297,125.48</b>	<b>\$5,049,014.62</b>
<b>General Fund Budget</b>		<b>\$6,886,291.00</b>	(spending authority)					
<b>Average Monthly Bills =</b>					<b>\$468,329.67</b>			
(including payroll)								
<b>Necessary Cash Reserve =</b>					<b>\$1,639,153.83</b>			
(including payroll)								

<b><u>2024-2025</u></b>				
				*Doesn't include CD
	<b><u>Depreciation Fund:</u></b>	<b><u>Expenditures</u></b>	<b><u>Projects:</u></b>	<b><u>Fund Balance:</u></b>
9/1/2024	Depreciation	\$80,710.47	boiler, van	\$298,841.75
10/1/2024	Depreciation	\$77,664.73	boiler, van	\$221,177.02
11/1/2024	Depreciation	\$129,941.42	boiler	\$91,235.60
12/1/2024	Depreciation	\$17,790.17	*transfer from bond	\$73,467.06
1/1/2025	Depreciation	\$0.00		\$73,470.08
2/1/25	Depreciation	\$0.00		\$73,551.65
3/1/2025	Depreciation	\$40,766.57		\$32,881.64
4/1/2025	Depreciation	\$16,990.00	Bleachers	\$15,927.37
5/1/2025	Depreciation	\$0.00		
6/1/2025	Depreciation	\$0.00		\$15,955.08
7/1/2025	Depreciation			
8/1/2025	Depreciation			

<b><u>2024-2025</u></b>		*Doesn't include BD project expenditures		
	<b><u>Building Fund:</u></b>	<b><u>Expenditures:</u></b>	<b><u>Projects:</u></b>	<b><u>Fund Balance:</u></b>
9/1/2024	Building	\$0.00		\$272,492.00
10/1/2024	Building	\$0.00		\$278,412.10
11/1/2024	Building	\$8,336.90	auditor correction	\$271,132.19
12/1/2024	Building	\$0.00	*transfer from bond	\$477,149.21
1/1/2025	Building	\$9,600.00	track/miller & assoc.	\$507,099.02
2/1/25	Building	\$0.00		\$511,284.13
3/1/2025	Building	\$0.00		\$553,563.68
4/1/2025	Building	\$0.00		\$559,880.67
5/1/2025	Building	\$0.00		
6/1/2025	Building	\$0.00		\$663,667.30
7/1/2025	Building			
8/1/2025	Building			

<b><u>2024-2025</u></b>			
	<b><u>Bond Fund</u></b>	<b><u>Fund Balance:</u></b>	
	<b><u>Expenditures:</u></b>		
9/1/2024	\$0.00	\$734,861.98	
10/1/2024	\$0.00	\$794,539.74	
11/1/2024	\$618,091.25	\$183,295.10	
12/1/2024	\$16,546.05	\$175,691.08	*Still owe Building Fund \$45,000, plus did Auditor Corrections
1/1/2025	\$0.00	\$207,107.23	
2/1/25	\$0.00	\$224,511.98	
3/1/2025	\$0.00	\$273,343.10	
4/1/2025	\$0.00	\$297,019.06	
5/1/2025	\$0.00		
6/1/2025	\$0.00	\$529,314.85	
7/1/2025			
8/1/2025			

<b>2024-2025</b>					
	<b>Nutrition Fund:</b>	<b>Expenditures:</b>	<b>Fund Balance:</b>		
9/1/2024	Nutrition	\$26,075.84	\$85,480.32		
10/1/2024	Nutrition	\$24,401.52	\$67,474.70		
11/1/2024	Nutrition	\$30,357.67	\$60,786.31	*Audit Adjustment	
12/1/2024	Nutrition	\$27,088.07	\$40,134.98		
1/1/2025	Nutrition	\$21,195.34	\$47,439.75		
2/1/25	Nutrition	\$31,717.08	\$33,901.51	*walk in cooler repairs	
3/1/2025	Nutrition	\$17,022.24	\$30,007.65		
4/1/2025	Nutrition	\$26,477.85	\$21,389.18	*repairs & Maintenance	
5/1/2025	Nutrition	\$0.00			
6/1/2025	Nutrition	\$6,966.38	\$8,464.13		
7/1/2025	Nutrition				
8/1/2025	Nutrition				

<b><u>2024-2025</u></b>				
	<b><u>Activity Fund:</u></b>	<b><u>Expenditures:</u></b>	<b><u>Fund Balance:</u></b>	
9/1/2024	Activities	\$60,886.73	\$109,208.92	*Greenhouse Donations \$3750
10/1/2024	Activities	\$62,306.61	\$81,709.53	
11/1/2024	Activities	\$49,919.28	\$69,304.15	
12/1/2024	Activities	\$58,772.16	\$47,989.20	
1/1/2025	Activities	\$47,322.66	\$30,182.86	
2/1/25	Activities	\$45,068.89	\$45,673.60	
3/1/2025	Activities	\$39,985.78	\$18,934.18	
4/1/2025	Activities	\$35,847.74	\$37,973.76	*District & State Activities. Transfer from General Fund \$45,000.
5/1/2025	Activities	\$0.00		
6/1/2025	Activities	\$15,179.45	\$30,407.13	
7/1/2025	Activities			
8/1/2025	Activities			

BOE Members Participating in Insurance

<b>BOE Members Participating in Insurance</b>				
Morgan Meier	Sept. 2024	Dec. 2024	March 2025	July 2025
JC Ourada	Sept. 2024	Dec. 2024	March 2025	July 2025

Jul 9, 2025 |

## Building, Grounds, & Transportation BOE Committee Meeting

Attendees: Alicia Beavers Cole Brodine Kim Beran lynette mitchell ~~Brandon Marquez~~  
~~Terah Williams~~

### Notes

- Discuss **Dirt Work Quote**

**BD construction**  
BD Construction, Inc. | Kearney  
PO Box 725 | 209 E 8th St  
Kearney, NE 68848  
308.234.1836 | BDconstruction.com

**CMR**

To: Elm Creek Public Schools  
230 E Calkins Ave  
Elm Creek, NE 68836  
Ph: (308)856-4300

Number: EFA 26 Rev  
Date: 5/27/25  
Job: 21-02-025 Elm Creek Public Schools - CMR  
Phone:

**Description:** Regrade south playground area, add fill to crown with more slope, sod and sprinkler repair

We are pleased to offer the following specifications and pricing to make the following changes:  
Add fill to the grass playground area south of the sidewalk between the new addition and the old school, and west of the greenhouse. This includes the small area within the fence south of the existing elementary playground. Strip existing sod, bring in fill dirt to provide a crown and drainage from the field, replace sod, and repair sprinklers. The small area within the fence south of the existing elementary playground will have sod replaced.

Description	Price
Strip existing sod, furnish and install fill material to provide a crown on the grass field for drainage	\$7,800.00
Replace sod and repair sprinklers 12,200 sf area	\$9,139.00
Replace sod and repair sprinklers 12,200 sf area	\$-3,950.00
Sod cost covered by BD Construction (50% of area, approx. 6100 sf of south field)	
Subtotal:	\$12,989.00
Total:	\$12,989.00

**BD construction**  
BD Construction, Inc. | Kearney  
PO Box 726 | 209 E 8th St  
Kearney, NE 68848  
308.234.1836 | BDconstruction.com

**CMR**

To: Elm Creek Public Schools  
230 E Calkins Ave  
Elm Creek, NE 68836  
Ph: (308)856-4300

Number: EFA 26 Opt B  
Date: 7/8/25  
Job: 21-02-025 Elm Creek Public Schools - CMR  
Phone:

**Description:** Replace Sod in south green space with no fill to crown, BD covering 50% of sod cost

We are pleased to offer the following specifications and pricing to make the following changes:  
Replace sod in the green space south of the sidewalk south of the preschool playground and east of the sidewalk east of the elementary playground (approximately 12,200 sf). BD construction to pay for sod damaged during work to construct flume around the site (6100 sf, or 50% of the cost). The remaining cost to be come from contingency.

Description	Price
Replace sod and fine grade approx. 12,200 sf of sod in SE greenspace area east of greenhouse	\$7,900.00
Deduct for cost of sod and fine grading paid for by BD Construction (50%, or 6,100 sf)	\$-3,950.00
Subtotal:	\$3,950.00
Total:	\$3,950.00

- Information on **HVAC**

- **Anderson Quote 1**

- [https://drive.google.com/file/d/1-szc\\_sl8iQFgP1M-LUMW1NzQAjOJVaxZ/view?usp=sharing](https://drive.google.com/file/d/1-szc_sl8iQFgP1M-LUMW1NzQAjOJVaxZ/view?usp=sharing)

- **Anderson Quote 2**

- Discuss **Stage Curtains Clean or Replace**


- Clean \$4500
- Maybe talk to foundation

- Discuss **Storage Unit** - Davis Miner

- North shop 20x120 (4800 sq ft), heat & electricity = \$900 month, 1 year lease (\$10,800 year)


- Southeast shop 50x56 (2800 sq ft), heat & electricity = \$500 month, 1 year lease (\$6,000 year)
  - Linda is working on what we currently pay. I was thinking it is around \$4000 a year.
  - Is it plus utilities?
  - Can all or most of the vehicles be able to fit in the large building?

- **Federal Funds latest Updates:**

 **Wooster, Beth** <Beth.Wooster@nebraska.gov> 1:39 PM (1 hour ago) ☆ ↶ ⋮  
to Brian, Dottie, me ▼

Kim,  
We have received Title I-A funds and are in the process of generating district allocations. We are still waiting for Title I-B, II-A, III, IV-A & IV-B funds but are hopeful that we will still receive these funds, but can't answer for sure when or if this will happen. We plan to open the Consolidated grant with the Title I-A funds, and will then add the other funds later after the funds are released. I am in DC this week and will be meeting w/ Nebraska Senators and Representatives, OMB & the Department of ED to share the importance of the schools getting these funds. We encourage school districts to reach out as well.  
~ Beth

---

 **Beth Wooster**  
*Administrator*  
*Office of ESEA Federal Programs*  
Nebraska Department of Education  
500 S. 84<sup>th</sup> St., 2<sup>nd</sup> Floor  
P.O. Box 94987  
Lincoln, NE 68509-4987  
Cell: (402) 310-1390 (call or text)  
E: [beth.wooster@nebraska.gov](mailto:beth.wooster@nebraska.gov)

Action items



**Elm Creek Public Schools**  
**Building, Grounds, & Transportation Committee**  
**June 18, 2025 Committee Meeting**

The committee meeting was called to order by Kim Beran, Superintendent at **5:00** p.m. via Zoom.

Committee Members Present: Cole Brodine, Alicia Beavers

Committee Members Absent: None

Also Present: Kim Beran, Superintendent

The Committee Reviewed & Discussed:

- **Black Hills Energy** - We are still trying to figure out why there's been such an increase in costs. I reached out to them again & they came back to check for any possible leaks. They ran the pressure checks & there were no leaks indicated. Clint will reach out to Anderson Bros to see if they have some ideas for us to consider.
- **Main Gym** - It's looking great! Kucera finished the painting. Floor people had to make some changes once the process began, such as placement of lettering & etc. Here is what I have from Brandon so far:
  - We had to make an adjustment to the gym floor design due to space constraints on the north/south baselines. If we went as wide as planned in the drawing there would be no space between floor and bleachers. Therefore the elm creek buffaloes lettering will have to be changed to Elm Creek on North baseline and buffaloes on South baseline. We are also going to do them in gold due to white turning yellow pretty quickly with finish.
- **Entrance Concrete** - Waiting on quotes. It looks to be between \$5000-\$8500 to repair & expand the front entrance.
- **Anderson Bros** - Waiting on quote to fix dampers. There are also some issues with some of the smaller HVAC units, waiting on quotes.
- **Green House** - Slowly coming along! There might be a panel where mice can get into it.
- **Outdoor Painting** - Have started to do some chipping of old paint, completing inside projects first
- **Football Stand** - I have Clint working on some quotes to have the stadium seats removed & replacing them with bleachers. My thoughts are once the seats are removed, we can repaint the stadium before the bleachers are put in. Check with Davis Miner may have a tie in.
- **Flume** - Most of the concrete work is completed. They will need to move some gates around & do some sod & dirt work.
- **Mismatched Siding** - Clint will work on after flume work is completed.
- **Outdoor Lights** - Concrete is in & waiting for the new lights to come in to be installed.
- **Summer Projects** - They are coming along, I would say we are much more on track compared to last year!
- **Ice Machine** - We had Clint install the ice machine, but when Midwest Restaurant (not who we purchased it from, but they are doing the kitchen & ice machine maintenance), they informed me that it wasn't installed properly. The biggest concern, there was no drain & the poly tubing was just laying on the floor & no vent. So this causes build up of mold and stagnant water in the lines. Obviously this is a safety concern. I had them install it properly with a drain, \$421.

Meeting ended at **5:25** p.m.

# Jul 9, 2025 | Finance & Personnel BOE Committee Meeting

Attendees: Jacob Kringle Kim Beran lynette mitchell ~~Brandon Marquez~~ ~~Terah Williams~~  
Hannah Hild

## Notes

### 1. Discuss 25-26 Lunch Prices

- Included in Student Fees Hearing
- [Meals](#)

### 2. Discuss Student Fees

- Hearing at July BOE meeting to review amount collected for 24-25 & recommend lunch prices for 25-26
  - Linda is working on
  - Up to \$2000, maybe leave it as is

### 3. Discuss Federal Funds Update & 25-26 Budget

- There's been a shift on how levy funds are coming. It will appear more because April & August will have larger amounts & the draw will be lower in September & October. NDE recommends not lowering the levy based on August balances because of this shift or at least be very mindful & cautious.
- Federal fund latest update:



Wooster, Beth <Beth.Wooster@nebraska.gov>  
to Brian, Dottie, me

1:39 PM (1 hour ago) ☆ ↶ ⋮

Kim,

We have received Title I-A funds are in the process of generating district allocations. We are still waiting for Title I-B, II-A, III, IV-A & IV-B funds but are hopeful that we will still receive these funds, but can't answer for sure when or if this will happen. We plan to open the Consolidated grant with the Title I-A funds, and will then add the other funds later after the funds are released. I am in DC this week and will be meeting w/ Nebraska Senators and Representatives, OMB & the Department of ED to share the importance of the schools getting these funds. We encourage school districts to reach out as well.

~ Beth



**Beth Wooster**  
Administrator  
Office of ESEA Federal Programs  
Nebraska Department of Education  
500 S. 84<sup>th</sup> St., 2<sup>nd</sup> Floor  
P.O. Box 94987  
Lincoln, NE 68509-4987  
Cell: (402) 310-1390 (call or text)  
E: [beth.wooster@nebraska.gov](mailto:beth.wooster@nebraska.gov)

### 4. Discuss Costs to Clean vs Replace Stage Curtains

- \$4500 to clean

### 5. Discuss 23-24 Amendment to Budget for CTE funds (\$7500)

- Had to shift funds within the General Fund. We already received the funds, but didn't expend it. This was fixed & the AFR amended with CPA & NDE.

### 6. Discuss Storage Unit - Davis Miner

- North shop 20x120 (4800 sq ft), heat & electricity = \$900 month, 1 year lease (\$10,800 year)
- Southeast shop 50x56 (2800 sq ft), heat & electricity = \$500 month, 1 year lease (\$6,000 year)
  - Linda is working on what we currently pay. I was thinking it is around \$4000 a year.

### 7. Discuss Building Project

## Action items



## Jul 10, 2025 | 📅 Policy & Negotiations BOE Committee Meeting

Attendees: Cole Brodine Kim Beran Ryan Martin lynette mitchell ~~Brandon Marquez~~  
~~Terah Williams~~

### Notes

- **Policy Changes Required**

- [Policy 1002](#) - deleted lists because they change often & there's no legal obligation to do so
- [Policy 2006](#) - minor changes due to Title IX changes
- [Policy 2008](#) - minor changes for newspapers, more flexibility
- [Policy 3003](#) - increased exemption amount to \$144,000
- [Policy 3004.1](#) - a citation was partially removed & corrected
- [Policy 3023](#) - auditor recommendation to KSB
- [Policy 3026](#) - 1 sentence moved to policy 5034 & admin is permitted to make changes without board approval unless it's required by law or conflicts with a policy
- [Policy 3036](#) - eliminates an inappropriate reference to a nonexistent reimbursement
- [Policy 3043](#) - revision for projects below \$896,000
- [Policy 3047](#) - data directory list updated
- [Policy 3057](#) (slim) OR - 2020 version of Title IX
- ~~[Policy 3057 \(full\)](#)~~
- [Policy 4051](#) - differentiates between personal & school-owned accounts
- [Policy 5001](#) - board decided to keep the existing list, changed from "may" to "must"
- [Policy 5002](#) - list was removed, follow law
- [Policy 5003](#) - updates on part-time student admission
- [Policy 5015](#) - minor, deleted policy # in the policy. This policy is now required to be in the Parent Involvement Hearing for parent input.
- [Policy 5018 Parent Involvement](#) - removed guardian & added legislative updates (not linked, let me know if you want redline version)
- [Policy 5034](#) - blank now, combined with policy 3026
- [Policy 6025 Student Cell Phone](#) - Some legislative changes. This policy requires parent input, I will put it in the parent involvement hearing this year to meet that requirement
- [Policy 6031 Emergency Exclusion](#) - aligned timelines, 1 day vs 2 days for hearing
- [Policy 6034 Concussion Awareness](#) - updated training references, must be NDE approved
- [Policy 6044 Participation & Assignment of Athletic Teams - New Policy](#)
  - <https://docs.google.com/document/d/1HM9brKmtZj1OplBcS18AW624dgoNYywUMlhvsMuDjjc/edit?usp=sharing>

HIGHLY RECOMMENDED POLICY UPDATES:

- Policy 4057 Superintendent Evaluation - minimal word changes (1 sentence)
- Policy 5016 Student Records - one sentence added

Action items



Board of Education Regular Meeting

Monday, June 2, 2025 6:00 PM

## 1. OPEN THE MEETING

### 1.1. Call to Order

The meeting was called to order by board President Lynette Mitchell at 6 pm.

#### 1.1.1. Publication of Meeting

#### 1.1.2. Nebraska Open Meetings Law

#### 1.1.3. Pledge of Allegiance

#### 1.1.4. District Mission Statement

### 1.2. Board Member Roll Call

## 2. PUBLIC COMMENT (agenda item specific)

## 3. INFORMATION ITEMS

### 3.1. Administrator Reports

#### 3.1.1. Superintendent Report - Mrs. Beran

Mrs. Beran shared the 2023-2024 Annual Report and reminded the Board of the upcoming Board Leadership Workshop scheduled for July 29th in Kearney. She noted that July will be a higher expense month considering the supplies ordered for the 2025-2026 school year. An update was given on the new \$3,000 partnership with Children's, which includes equipment, training, virtual visits, support and promotional materials. The 2025-2026 option enrollment was also shared.

##### 3.1.1.1. Board Leadership Workshop July 29th in Kearney

##### 3.1.1.2. July will be a higher expenditure month

##### 3.1.1.3. Partnership with Children's, base cost of \$3000

##### 3.1.1.4. Option Enrollment Report

#### 3.1.2. Principal/AD Report - Mr. Marquez

Mr. Marquez reported that extra duty assignments for 2025 are finalized and shared the FAFSA status update with the Board.

##### 3.1.2.1. Extra Duty Assignments

##### 3.1.2.2. FAFSA Status Report

#### 3.1.3. Principal Report - Mrs. Williams

Mrs. Williams provided an overview of the HAL Program, the Multicultural Report and Policy 6020, and an overview of LIEP/ESL program.

##### 3.1.3.1. HAL Program Overview

3.1.3.2. Multicultural Report (policy 6020)

3.1.3.3. Overview of LIEP/ESL Program

**3.1.4. Strategic Plan Update/District Goals Update**

3.1.4.1. Administration Currently Completing a Progress Analysis Survey

3.1.4.2. Review 2023-2024 Annual Report

**3.2. Review & Discuss Behavioral Intervention Policy 6045 (New - Required)**

Administration is currently completing a progress analysis survey. Once finalized, NASB will use the results to develop a strategic planning framework. Mrs. Beran also reviewed the 2023-2024 Annual Report with the Board and discussed Policy 6045, the behavioral intervention policy required by law.

**4. CONSENT AGENDA**

Motion was made to open and discuss the consent agenda. This motion, made by Lynette Mitchell and seconded by Alicia Beavers, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Hannah Hild: Yea, Jacob Kringle: Yea, Ryan Martin: Yea, Lynette Mitchell: Yea

**4.1. Prior Meeting Minutes**

**4.2. Policy Final Reading and Adoption Including all New Policy Updates**

**4.2.1. Review & Reaffirm Behavioral & Mental Health Training Policy 4059**

**4.2.2. Review & Reaffirm Parental Involvement Policy 5018**

**4.2.3. Review & Reaffirm Dating Violence Policy 5030**

**4.2.4. Review & Reaffirm Student Appearance Policy 5031**

**4.2.5. Review & Reaffirm Bullying Policy 5054**

**4.2.6. Review & Reaffirm District Title I Parent Policy 5057**

**4.2.7. Review & Reaffirm Multicultural Policy 6020**

**4.3. Financial Reports and Claims according to Review of Bills policy 3007**

**5. ACTION ITEMS**

**5.1. Review & Adopt Behavioral Intervention Policy 6045 (New - Required)**

Motion was made to review and adopt behavioral intervention policy 6045 with one hour of training minimum. This motion, made by Lynette Mitchell and seconded by Cole Brodine, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Hannah Hild: Yea, Jacob Kringle: Yea, Ryan Martin: Yea, Lynette Mitchell: Yea

**6. SCHEDULE NEXT REGULAR BOARD MEETING**

Next meeting is scheduled July 14, 2025.

**7. ADJOURN**

Motion was made to adjourn the Elm Creek Public School Board meeting at 6:29pm. This

motion, made by Lynette Mitchell and seconded by Ryan Martin, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Hannah Hild: Yea, Jacob Kringle: Yea, Ryan Martin: Yea, Lynette Mitchell: Yea

8. **\*\*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 Act.**

9. **\*\*SEQUENCE OF AGENDA: The sequence of agenda topics is subject to change at the discretion of the board.**

Creation, Amendment, and Distribution of Board of Education Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

The superintendent shall maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.

Adopted on: December 14, 2020

Revised on: July 14, 2025

Reviewed on: May 9, 2022, May 12, 2025

2006  
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different grievance procedure required by law policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

**Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted in writing to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
2. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - a) Strongly encourage the complainant to reduce his or her concerns to writing.
  - b) Interview the complainant and ,if necessary, the respondent against whom the complaint was filed, to determine:
    - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - c) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
2. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
- a) The appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
  - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
  - e) The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it doesn't hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise f)

This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

1. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
  - a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
  - b) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

- f) required by law. The board will hear appeals only in the following circumstances:
  - 1) When the complaint is about a board policy, not implementation of the policy;
  - 2) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
  - 3) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - a) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
  - b) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
  - c) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

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

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other

than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: December 14, 2020

Revised on: July 8, 2024, July 14, 2025

Reviewed on: May 9, 2022

2008  
Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

**Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting.** Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers.

**Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting.** Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the Beacon Observer or Kearney Hub. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the

school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting and the written request to the newspaper.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

### 3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

### 4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record

shall state how each member voted, or if the member was absent or not voting.

- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

Adopted on: December 14, 2020

Revised on: July 8, 2024, April 14, 2025, July 14, 2025

Reviewed on: May 9, 2022, January 9, 2025

**Bidding for Construction, Remodeling, Repair, or Site Improvement**

**I. Applicability of this policy.**

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

**II. Projects with an Estimated Cost of Less than \$109,000**

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

**III. Formal Bidding for Major Purchases and Construction**

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
  - (i) Sealed bids will be opened in a place and at the specific time stated in the bid form. Bidders shall be notified of the opening and invited to be present.
  - (ii) The board shall have discretion in determining which

bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

6. Any or all bids may be rejected if there is a sound documented reason.
7. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: December 14, 2020

Revised on: July 14, 2025

Reviewed on: February 13, 2023

8.

[3004.1](#)

**Fiscal Management for Purchasing and Procurement Using Federal Funds**

**I. Applicability of Policy**

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

**II. Procurement System**

The District maintains the following purchasing procedures.

**A. Responsibility for Purchasing**

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

**B. Methods of Purchasing**

The type of purchase procedures required depends on the cost of the item(s) being purchased.

### **1. Purchases up to \$10,000 (Micro-Purchases)**

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

### **2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)**

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

### **3. Purchases Over \$250,000**

#### **a) Sealed Bids (Formal Advertising)**

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

#### **b) Contract/Price Analysis**

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

#### **4. Noncompetitive Proposals (Sole Sourcing)**

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1) The procurement transaction can only be fulfilled by a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or

4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

#### **5. Competitive Proposals.**

a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
2. Proposals must be solicited from an adequate number of qualified sources; and
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors

considered.

b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms as a potential source to perform the proposed effort.

c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

### **C. Use of Purchase (Debit & Credit) Cards**

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

### **D. Federal Procurement System Standards**

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

### **E. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or

company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

## **F. Settlements of Issues Arising Out of Procurements**

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

## **III. Conflict of Interest and Code of Conduct**

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. 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.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

## **C. Favors and Gifts**

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

## **D. Enforcement**

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

## **IV. Property Management Systems**

### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets

that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

## **C. Inventory Records**

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
  7. Who holds title;
  8. Acquisition date and cost of the property;
  9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

## **D. Physical Inventory**

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur

during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

### **E. Maintenance**

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

### **F. Lost or Stolen Items**

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

### **G. Use of Equipment**

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

### **H. Disposal of Equipment**

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

### **I. Equipment Retention**

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

## **J. Equipment and Capital Expenditures**

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

## **K. Depreciation**

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

## **L. Reporting and Recording Federal Property Interest**

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

## **V. Financial Management**

### **A. Identification**

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

### **B. Financial Reporting**

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

### **C. Accounting Records**

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

### **D. Internal Controls**

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

### **E. Budget Control**

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

### **F. Payment Methods**

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

### **G. Allowability of Costs**

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to

determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

## **H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching**

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

### **I. Cost Sharing or Matching**

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;

- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

## **J. Documentation of Personnel Expenses**

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

## **VI. Written Compensation Policies**

### **A. Time and Effort Standards**

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

### **B. Time and Effort Procedures**

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

### **C. Fringe Benefits**

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

### **D. Leave**

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

### **E. Unexpected or Extraordinary Circumstances**

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such cases, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

### **F. Documentation for Personnel Expenses**

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

## **VII. Other Contract Matters.**

### **A. Required Terms**

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

### **B. Contracting with Certain Vendors**

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

**Buy American.** The District participates in the National School Lunch

Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).

The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

## **C. Record Keeping**

### 1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records

Disposition Report.

## 2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

### **D. Privacy**

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: December 14, 2020

Revised on: April 14, 2025, July 14, 2025

Reviewed on: February 13, 2023

Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

**Special Rules Related to Electronic Forms of Communication.**

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which are subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these policies or state and federal law.

**School-affiliated Social Media Posts.** Communications on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

**Special Rules Related to Security Camera Footage.** Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio

and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

**Student Records.** The retention of student records is also governed by the board's policy on student records.

**Records Regarding Pending or Threatened Litigation.** When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

**Federal Award Records.** The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: December 14, 2020

Revised on: July 14, 2025

Reviewed on: February 13, 2023

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the board may approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: December 14, 2020

Revised on: July 14, 2025

Reviewed on: July 10, 2023

Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board shall determine the type of purchasing card or cards to be used in the program and shall contract with a third-party provider as provided by law.

**Authorized Purchases.** Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day will be at the discretion of the superintendent.

**Unauthorized Purchases.** In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

**Authorized Users.** Individuals holding the following titles may be assigned an individual purchasing card: Superintendent and Designated Staff. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

**Documentation.** Employees making a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district.

**Suspension or Termination of Privileges.** The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

**Reward Points or Rebates.** Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

**Purchase Review Procedures.** The superintendent, or his or her designee, and the district's business manager will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board treasurer, prior to each regular meeting, with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: December 14, 2020

Revised on: July 10, 2023, July 14, 2025

Reviewed on: September 11, 2023

Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

I. **Definitions.** For purposes of this policy:

A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.

B. **Board** means the District's Board of Education.

C. **Department** means the Nebraska Department of Education.

D. **Design-Build Contract** (D-B Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.

E. **Design-Builder** means the legal entity which proposes to enter into a D-B Contract which is subject to qualification-based selection pursuant to the Act.

F. **District** means Elm Creek Public Schools.

G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.

H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.

I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District to assist the District in the development of Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a D-B Contract to determine adherence to the Project Performance Criteria, and any

additional services requested by the District to represent its interests in relation to a project.

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

K. **Proposal** means an offer in response to a Request for Proposals (RFP) by a Design-Builder to enter into a D-B Contract for a project pursuant to the Act.

L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;

M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;

N. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

II. **Resolution to Select Design-Build.** The Board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

### III. **Selecting and Hiring a Performance-Criteria Developer (PCD)**

#### A. **Selecting the Most Qualified PCD for Contract Negotiations.**

The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section A.

1. **Project Cost \$896,000 and Below.** For a project whose basic construction cost is estimated by the District to be \$896,000 or less, the District will use the following procedures for identifying the most qualified PCD:

a. The Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.

c. Following such a finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

2. **Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000, the District will use the following procedures for identifying the most qualified PCD:

a. The District will encourage individuals or firms who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications. At least fifteen (15) days prior to the deadline to respond, the District will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

i. A general description of the project;

- ii. How interested firms can apply for consideration by the District; and
- iii. The date by which individuals or firms must submit their statements of qualifications; and
- iv. A statement that any individual or firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.

b. To apply to be the District's PCD, applicants must submit a current statement of qualifications to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.

c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it in accordance with its terms.

d. The Board will evaluate each qualified applicant's statement of qualifications and any other relevant information the District has received. The Board will conduct discussions with, and may require public presentations by, at least three applicants regarding their qualifications, approach to the project, and ability to furnish the required service.

e. The Board will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors identified above.

**B. Negotiating a Contract with the PCD.** The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

**1. Prohibition Against Contingent Fees.** The contract between the District and the PCD must contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

**C. Effect of Unsuccessful Negotiations**

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such

applicant. The Board shall then undertake negotiations with the third most qualified applicant.

2. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

D. **Board-Designated Committee.** The Board may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

E. **Open Meetings Act.** The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

F. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as PCD.

G. The PCD is prohibited from being employed by or having any financial or other interest in a Design-Builder that will submit a proposal.

#### IV. **Pre-Qualifying Design-Builders**

A. **Letters of Interest.** The District shall prepare a request for Letters of Interest, which request shall:

1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest.
2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
3. Be sent by first-class mail to any Design-Builder upon request.

B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.

D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the Design-Builder could perform it in accordance with its terms.

V. **Preparing Requests for Proposals (RFP).** The District, with the assistance of the PCD, will prepare the RFP, which shall contain:

A. The identity of the District for which the project will be built and the District that will execute the design-build contract;

B. A copy of this Design-Build Contact Policy and all other policies related to the D-B Contract;

C. The proposed terms and conditions of the D-B Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;

D. A project statement which contains information about the scope and nature of the project;

E. Project Performance Criteria;

F. Budget parameters for the project;

G. Any bonds and insurance required by law or as may be additionally required by the District;

H. The criteria for evaluation of Proposals and the relative weight of each criterion;

I. A requirement that the Design-Builder provide a written statement of the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;

J. A requirement that the Design-Builder agree to the following conditions:

1. An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;

2. At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;

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

4. A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and

5. The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the NEARA; and

K. Other information which the District chooses to require.

VI. **Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening proposals, the District shall cause a Notice of RFP to be:

A. Published in a newspaper of general circulation within the District;

B. Filed with the Department; and

C. Sent directly to the prequalified Design-Builders only.

VII. **Preparing and Submitting Proposals**

A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.

B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.

C. Proposals may be withdrawn at any time prior to acceptance.

D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

VIII. **Evaluating Proposals**

A. The District may only proceed to negotiate and enter into a D-B Contract if there are at least two proposals from prequalified Design-Builders.

B. The Board shall designate members of a selection committee, which shall include at least five persons. Members of the selection committee must include:

1. One or more members of the Board;
2. One or more members of the District's administration or staff;
3. The PCD;
4. Any person having special expertise relevant to selection of a Design-Builder or construction manager under the Act; and
5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Design-Builder who has a Proposal being evaluated and shall not be employed by the District or the PCD.

C. The District shall refer the Proposals for recommendation to the selection committee.

D. The selection committee and the District shall evaluate Proposals taking into consideration the criteria enumerated in subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. The financial resources of the design-builder to complete the project **(up to ten percent)**;
2. The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
3. The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
4. The quality of performance on previous projects **(up to thirty percent)**;
5. The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
6. The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
7. Such other information may be secured having a bearing on the selection **(up to twenty percent)**.

E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

F. The District shall then evaluate and rank each Proposal on the basis of best meeting the criteria in the RFP and taking into consideration the recommendation of the selection committee.

**IX. Negotiating a Design-Build Contract**

A. The District may attempt to negotiate a D-B Contract with the highest ranked Design-Builder selected by the District and may enter into a Design-Build contract after negotiations,

B. The negotiations shall include a final determination of the manner by which the Design-Builder selects a subcontractor,

C. If the District is unable to negotiate a satisfactory D-B Contract with the highest ranked Design-Builder, the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a D-B Contract after negotiations.

D. If the District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a D-B Contract after negotiations.

E. If the District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the District may either revise the RFP and solicit new proposals or cancel the Design-Build process under the Act.

F. If the District is able to negotiate a satisfactory D-B Contract with a Design-Builder, the District shall file a copy of all D-B Contract documents with the Department within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the Department.

**X. Formal Protests Relating to the Solicitation or Execution of D-B Contracts**

A. **Definitions.** For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:

1. **Interested party** shall mean an actual or prospective Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective Design-Builder.

2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and award.

**B. Right to Protest.** An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after the event giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for Proposals must be filed before Proposal opening or the deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

1. The name and address of the interested party;
2. Appropriate identification of the relevant solicitation, and if a Proposal has been opened, its number, and date of opening;
3. A detailed statement of reasons for the protest;
4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
5. The action(s) the protestor desires the District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the

Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

**C. Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

**D. Board Appeal Procedures.** Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. The Board's decision shall be final.

**XI. Refinements and Changes.** A D-B Contract may be conditioned upon later refinements in scope and price and may permit the District in agreement with the Design-Builder to make changes in the project without invalidating the D-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

**XII. Adherence to Performance Criteria.** Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is

reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

XIII. **Projects Excluded.** The District shall not use a Design-Build Contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: December 14, 2020

Revised on: July 14, 2025

Reviewed on: July 10, 2023

Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
3. Approved vendors/contractors that have access to personal information or personally identifiable information,
4. Staff members with access to district devices,
5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

2. The District will contact its cyber or relevant data breach insurance provider in the event of a suspected breach.
3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.
4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Affected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.

3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: December 14, 2020

Revised on: July 14, 2025

Reviewed on: July 10, 2023

3057

Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: December 14, 2020

Revised on: July 8, 2024; July 14, 2025

Reviewed on: July 10, 2023

Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

**I. Personal Versus School-Affiliated Social Media Use**

**A. Personal Social Media Use**

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

**B. School-Affiliated Social Media Use**

1. Any social media account which purports to be "the official" account of the school district (e.g., "Buffalo Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may

not use "official" accounts for personal use.

2. Staff are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.

3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.

4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak "for the district" directly or indirectly unless specifically authorized and directed to do so.

## **II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use**

### **A. General Use and Conditions**

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

## **B. Acceptable Use**

1. Staff may use social media for school-related communication with fellow educators, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.
2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

## **C. Unacceptable Use**

1. Staff shall never access obscene or pornographic material while at school, on school-owned devices or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, X, Instagram, Snapchat, and TikTok on school-owned devices or during school time unless permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

## **III. School-Affiliated Digital Content**

### **A. General Use and Conditions for School-Affiliated Accounts**

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

## **B. Moderation of Third Party Content**

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains fighting words or content that is threatening, harassing, or discriminatory;
4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;

5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: December 14, 2020

Revised on: July 14, 2025

Reviewed on: March 11, 2024

## 5001

### Compulsory Attendance and Excessive Absenteeism

#### **Required Attendance**

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

#### **Mandatory Attendance Age**

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

#### **Exceptions**

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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

#### **Discontinuing Enrollment – 5 Year Old Students**

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

#### **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll. [Affidavit](#)

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

### **Attendance Officer**

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

### **Excused Absences**

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith

8. College planning visits
9. Personal or family vacations

### **Excessive Absenteeism**

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

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

### [Disenrollment Forms & Affidavits](#)

Adopted on: December 14, 2020  
Revised on: July 8, 2024; July 14, 2025  
Reviewed on: February 10th, 2025

5002

Admission of Students

Students shall be admitted to the school district who are required by law to be enrolled or are permitted to enroll by law or board policy:

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interest of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: December 14, 2020

Revised on: July 14, 2025

Reviewed on: February 10th, 2025

Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

**Eligibility and Application for Enrollment.** A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district or a resident of another school district attending a private, denominational, parochial, or exempt school. For residents of another school district, the student is only eligible to part-time enroll if
  - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity, or
  - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
3. has not graduated from high school; and
4. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by March 15th prior to the year of enrollment. For second semester high school courses, the application must be filed by August 15th. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

**Limitations Based on Resources.** The enrollment of exempt school students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

**Placement of Students.** Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

**Grades and Academic Honors.** Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

**Applicability of School Rules.** Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

**Extracurricular Sports and Activities.** Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester and enrolled in the number of credit hours at this school district set out below. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. Students seeking to

participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least 10 credit hours on a part-time basis.

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

**Transportation.** Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

**Option Enrollment.** Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: October 9, 2023

Revised on: July 14, 2025

Reviewed on: February 10th, 2025

Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

**1. Surveys**

- a. Surveys Created by a Third Party
  - i. This section applies to every survey:
    - 1. that is created by a person or entity other than a district staff member or student;
    - 2. regardless of whether the student answering the questions can be identified; and
    - 3. regardless of the subject matter of the questions
  - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
  - i. Sensitive information shall include:
    - 1. Political affiliations or beliefs of the student or the student's parent(s);
    - 2. Mental or psychological problems of the student or the student's family;
    - 3. Sexual behavior or attitudes;
    - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    - 5. Critical appraisals of other individuals with whom respondents have close family relationships;
    - 6. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
    - 7. Religious practices, affiliations, or beliefs of the student or student's parent(s); or
    - 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
  - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
  - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain

- the written consent of a student's parent(s) before the student participates in the survey.
- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
  - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
- i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
  - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
  - iii. The principal shall respond to survey inspection requests without delay.
- d. The district will also comply with any survey requirements found in the district's policy on Parent Involvement in Education Practices.

## **2. Invasive Physical Examinations**

- a. The term "invasive physical examination" means:
  - i. any medical examination that involves the exposure of private body parts; or
  - ii. any act during such examination that includes incision, insertion, or injection into the body; and
  - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
  - i. required as a condition of attendance;
  - ii. administered by the school and scheduled by the school in advance; and
  - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
  - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

### **3. Collection of Personal Information from Students for Marketing**

- a. The term "personal information" means individually identifiable information including:
  - i. student's and parent(s)' first and last name;
  - ii. home or other physical address;
  - iii. telephone number; and/or
  - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
  - i. post-secondary education recruitment;
  - ii. military recruitment;
  - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
  - iv. student recognition programs.

### **4. Inspection of Instructional Material**

- a. Definition
  - i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
  - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

### **5. Notification of Rights and Procedures**

- a. The superintendent shall notify parents of:

- i. this policy and its availability upon request from the office of the district;
  - ii. how to opt their child out of participation in activities as provided for in this policy;
  - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
  - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: December 14, 2020  
Revised on: July 14, 2025  
Reviewed on: February 10th, 2025

Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to IDEA, Section 504, and Title IX.

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

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

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

**Pre-Kindergarten through Second Grade Students**

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless

the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

### **Makeup Work for Suspended Students**

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

### **Short-Term Suspension**

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork.

### **Emergency Exclusion**

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

### **Weapons and/or Firearms**

**Weapons.** No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

**Firearms.** No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term "firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

**Exceptions Regarding Firearms and Weapons.** The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or

2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

**Consequences - Firearm.** Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

**Consequences – Weapon.** State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

**Confiscation of Firearms and Weapons.** Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

**Report to Law Enforcement Authorities.** All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

### **Long-Term Suspension**

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

### **Expulsion**

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

expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the

actual substance possessed is a controlled substance by Nebraska law;

- f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deep fakes;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deep fakes;
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;

- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the

hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;

- d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
  4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
  5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the

superintendent's recommended appointment. Upon receiving such a request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

## **Reporting Requirement to Law Enforcement**

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

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

Adopted on: December 14, 2020

Revised on: September 11, 2023, July 8, 2024

Reviewed on: March 10, 2025; July 14, 2025

6031  
Emergency Exclusion

**Grounds for Emergency Exclusion.** Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(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 that prompted the exclusion.

**Extension of Exclusion.** Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

**Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

**Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

**Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within one school day of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

**Appointment and Qualifications of a Hearing Examiner.** The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

**Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

**Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

**Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

**Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parent(s) or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

**Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.



**Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

**Presence of Students and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

**Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

**Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

**Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: December 14, 2020  
Revised on: July 8, 2024; July 14, 2025  
Reviewed on: May 13, 2024



6034  
Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.
- b. On an annual basis provide concussion and brain injury information to students and their parent(s) or guardian(s) prior to such students initiating practice or competition. This information will include:
  - 1 The signs and symptoms of a concussion;
  - 2 The risks posed by sustaining a concussion; and
  - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall follow the model provided by the Nebraska Department of Education. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: December 14, 2020

Revised on: July 14, 2025

Reviewed on: May 13, 2024



**Elm Creek Public Schools**  
**230 East Calkins Avenue**  
**Elm Creek, NE 68836**

Invoice **800639**  
 Draw 36  
 Date 7/11/25  
 Customer 5009  
 Billing Thru: 6/30/2025

**Contract:** 21-02-025 School Addition and Renovation

**Contract Recap:**

Construction Budget	\$	11,426,358.29
Estimated Budget Change to Date	\$	105,110.81
Construction to Date	\$	11,531,469.10
Total Completed to Date	\$	11,335,842.71
Retainage	\$	(250,000.00)
Total Earned Less Retainage	\$	11,085,842.71
Less Previous Billings	\$	(11,052,003.57)
AMOUNT DUE THIS INVOICE	\$	33,839.14

**Net 10 Days**

**CSI**

Division	Description	Quantity	Rate	Amount
<b>01 General Requirements</b>				
01-3113.10	Sr. Accounting	7	\$ 75.00	\$ 525.00
01-3113.20	Accounting	4.5	\$ 70.00	\$ 315.00
01-3113.44	Field Operations Director	54	\$ 120.00	\$ 6,480.00
01-3113-45	Project Engineer		\$ 150.00	\$ -
01-3113.50	Project Manager	30.5	\$ 85.00	\$ 2,592.50
			\$ 105.00	\$ -
01-3113.55	Assistant Project Manager	2	\$ 70.00	\$ 140.00
01-7700-99	Close out Procedures	9	\$ 80.00	\$ 720.00
01-1300.40	Incidental Const Services			
	Assistant Superintendent	20.5	\$ 80.00	\$ 1,640.00
	OT	2.5	\$ 100.00	\$ 250.00
	Skilled Laborer	20	\$ 70.00	\$ 1,400.00
	OT	3.5	\$ 85.00	\$ 297.50
	Laborer		\$ 55.00	\$ -
	Misc.			\$ 52.39
	Total Incidental Const Services			\$ 3,639.89
<b>TOTAL GENERAL REQUIREMENTS</b>			<b>\$</b>	<b>14,412.39</b>
<b>07 Thermal &amp; Moisture Protection</b>				
07-9200.10	Building Sealants			
	Materials		\$	54.25
<b>TOTAL THERMAL &amp; MOISTURE PROTECTION</b>			<b>\$</b>	<b>54.25</b>
<b>70 OTHER USER DEFINED</b>				
70-1000.20	Equipment Fuel		\$	54.69
70-1000.99	Mileage		\$	-
	Week of 6/1/25-6/30/25 - BD09	256	\$0.655	\$ 167.68
70-1100.99	Estimating Adjustment		\$	18,522.30
70-7000.99	Equipment		\$	
<b>TOTAL OTHER USER DEFINED</b>			<b>\$</b>	<b>18,744.67</b>

INVOICE SUB TOTAL	\$	33,211.31
CONTRACTOR FEE	\$	627.83
TOTAL COMPLETED TO DATE	\$	33,839.14
RETAINAGE	\$	-
BOND	\$	-
TOTAL AMOUNT DUE	\$	33,839.14

**Contract Summary:**

Construction Budget	\$	11,426,358.29
Estimated Budget Change to Date	\$	105,110.81
Construction to Date	\$	11,531,469.10
Invoiced Amount	\$	11,335,842.71
Remaining Amount	\$	195,626.39
Billed Percent		98%
RETAINAGE Balance	\$	250,000.00

**Approved By:**

**Name:** *Kent Cordes*  
 Kent Cordes, Project Manager

**Date:** 7/11/2025

**Name:** *Linette Butler*

**Date:** 7/11/2025

**Name:** \_\_\_\_\_  
 Wilkins ADP

**Date:** \_\_\_\_\_

**Thank you for choosing BD Construction, Inc./Kearney**



**Project:**

**Elm Creek Public Schools**

**Location:**

Elm Creek, NE

**Date:**

June 30, 2025

## Billed to Date

CSI	Description	Cont. / Supplier	Estimate	Billed to Date	Balance to Finish	Draw 36
<b>01-0000-00</b>	<b>Pre-Construction General Conditions</b>		\$ 28,700.00	\$ 28,555.00	\$ 145.00 99%	\$ -
01-3113-10	Sr. Accounting		\$ 150.00	\$ -	\$ 150.00	
01-3113-20	Accounting		\$ 280.00	\$ 385.00	\$ (105.00)	
01-3113-30	Sr. Estimating		\$ 14,400.00	\$ 26,700.00	\$ (12,300.00)	
01-3113-75	Contract Administration		\$ 1,470.00	\$ 1,470.00	\$ -	
01-3113-80	Project Executive		\$ 12,400.00	\$ -	\$ 12,400.00	
<b>01-0000-00</b>	<b>General Conditions</b>		\$ 518,823.78	\$ 561,923.81	\$ (43,100.03) 108%	\$ 10,220.18
01-3113-10	Sr. Accounting		\$ 11,700.00	\$ 10,087.50	\$ 1,612.50	\$ 525.00
01-3113-20	Accounting		\$ 10,920.00	\$ 15,890.00	\$ (4,970.00)	\$ 315.00
01-3113-30	Sr. Estimating		\$ -	\$ 840.00	\$ (840.00)	
01-3113-85	Field Operations Manager		\$ 37,440.00	\$ 25,620.00	\$ 11,820.00	\$ 6,480.00
01-3113-50	Project Manager		\$ 127,880.00	\$ 101,000.00	\$ 26,880.00	\$ 2,592.50
01-3113-55	Assistant Project Manager		\$ -	\$ 20,825.00	\$ (20,825.00)	\$ 140.00
01-3113-60	Superintendent		\$ 287,950.00	\$ 364,645.00	\$ (76,695.00)	
	Mileage ( Sup. And Admin.)		\$ 2,028.78	\$ 10,629.81	\$ (8,601.03)	\$ 167.68
01-3113-65	Assistant Superintendent		\$ -	\$ 6,660.00	\$ (6,660.00)	
01-3113-70	Safety Consultant		\$ 2,925.00	\$ 1,528.00	\$ 1,397.00	
01-3113-75	Contract Administration		\$ 1,400.00	\$ 1,176.00	\$ 224.00	
01-3113-80	Project Executive		\$ 36,580.00	\$ 3,022.50	\$ 33,557.50	
<b>01-0000-00</b>	<b>General Requirements</b>		\$ 217,175.00	\$ 293,694.42	\$ (76,519.42) 135%	\$ 4,414.58
01-3100-40	Incidental Construction Services		\$ 27,000.00	\$ 105,465.77	\$ (78,465.77)	\$ 3,639.89
01-3100-50	Plan Documents		\$ 5,000.00	\$ (300.00)	\$ 5,300.00	
01-3300-10	Electronic Shop Drawing Reviewal Process	Submittal Exchange	\$ 12,500.00	\$ 18,218.61	\$ (5,718.61)	
01-4126-10	Permits		\$ 5,000.00	\$ 2,254.10	\$ 2,745.90	
01-4126-20	Fire Marshall Permit	Fire Marshall	\$ 500.00	\$ -	\$ 500.00	
01-4523-10	Soil Compaction	Allowance	\$ 15,000.00	\$ -	\$ 15,000.00	
01-4523-20	Geotech services / site investigation	Allowance	\$ 4,500.00	\$ -	\$ 4,500.00	
01-4523-30	Concrete Testing	Included in Soil testing above	\$ -	\$ -	\$ -	
01-4710-10	Builders Risk Insurance	OWNER	\$ -	\$ -	\$ -	
01-5113-10	Temporary Electrical	OWNER	\$ -	\$ -	\$ -	
01-5113-10	Power Office Trailer		\$ 1,500.00	\$ 446.94	\$ 1,053.06	
01-5123-10	Temporary Heat	NONE	\$ -	\$ 15,752.73	\$ (15,752.73)	
01-5133-10	Temporary Telephone (Cell Phone)		\$ 4,950.00	\$ 4,106.94	\$ 843.06	
01-5136-10	Temporary Water Drinking		\$ 630.00	\$ 271.66	\$ 358.34	
01-5136-20	Temporary Water Construction	OWNER	\$ -	\$ -	\$ -	
01-5213-10	Prjt Field Office Delivery (loaded mile)		\$ 330.00	\$ -	\$ 330.00	
01-5213-20	Project Field Office Rent		\$ 11,700.00	\$ 7,350.00	\$ 4,350.00	
01-5219-10	Sanitary Facilities		\$ 2,565.00	\$ 4,876.00	\$ (2,311.00)	

81	01-5626-10	Temp Chain Link Fence	Allowance	\$	15,000.00	\$	166.63	\$	14,833.37		
82	01-5813-10	Project Signage	None			\$	-	\$	-		
83	01-7113-10	Mobilization	Allowance	\$	4,000.00	\$	4,000.00	\$	-		
84	01-7113-20	Bugout	Included in Mobilization costs			\$	-	\$	-		
85	01-7419-10	Refuse Collection & Disposal		\$	9,000.00	\$	13,389.74	\$	(4,389.74)		
86	01-7423-10	Rough Cleaning	Allowance	\$	7,500.00	\$	-	\$	7,500.00		
87	01-7423-10	Final Cleaning	Allowance	\$	13,500.00	\$	8,312.56	\$	5,187.44		
89	01-7700-99	Closeout Procedures				\$	15,390.00	\$	(15,390.00)	\$ 720.00	
89	60-1000-99	Survey (Site Plan) - including staking	Allowance	\$	8,000.00	\$	1,334.57	\$	6,665.43		
99	70-1000-20	Fuel	Allowance	\$	1,500.00	\$	2,387.25	\$	(887.25)	\$ 54.69	
100	70-7000-99	Equipment		\$	67,500.00	\$	90,270.92	\$	(22,770.92)		
101											
102	<b>02000000</b>	<b>Existing Conditions</b>		\$	65,169.00	\$	68,543.84	\$	(3,374.84)	105%	\$ -
103	02	Temporary Walls	Allowance	\$	20,000.00	\$	23,374.84	\$	(3,374.84)		
104	02-4100.99	Demolition	BD Construction	\$	45,169.00	\$	45,169.00	\$	-		
106		Site Demo	Included in Site Prep Below	\$	-	\$	-	\$	-		
107											
108	<b>03000000</b>	<b>Concrete</b>		\$	604,383.51	\$	569,392.54	\$	34,990.97	94%	\$ -
109	03-3000.00	Building Concrete (foundation, floors, stoops) Add 1440 sf of hard surface court	Bigzby's Concrete	\$	546,217.91	\$	534,927.54	\$	11,290.37		
111	03-3000.00	Concrete Topping	Included in Concrete	\$	7,185.60	\$	-	\$	7,185.60		
112		Concrete Reinforcing Steel (including mesh)	Concrete Industries	\$	32,925.00	\$	32,925.00	\$	-		
114		Masonry Reinforcing Steel	Concrete Industries	\$	2,365.00	\$	1,540.00	\$	825.00		
116		Reinforcing steel (additional concrete )	Concrete Industries	\$	690.00	\$	-	\$	690.00		
117											
118	<b>04000000</b>	<b>Masonry</b>		\$	416,220.00	\$	416,220.00	\$	-	100%	\$ -
119	04-2000.99	Masonry	Masonry Unlimited	\$	416,220.00	\$	416,220.00	\$	-		
121											
122	<b>05000000</b>	<b>Metals</b>			\$1,184,433.00	\$	\$1,180,380.73	\$	\$4,052.27	100%	\$0.00
124		Structural Steel Fab	Apollo Steel	\$	832,200.00	\$	832,200.00	\$	-		
125		Structural Steel Stairs & Rails Fab	Apollo Steel	\$	74,500.00	\$	74,500.00	\$	-		
126		Structural Steel Erection	Schroeder Steel Erection	\$	277,733.00	\$	273,680.73	\$	4,052.27		
127											
128	<b>06000000</b>	<b>Wood, Plastics &amp; Composites</b>		\$	304,951.00	\$	304,951.00	\$	-	100%	\$ -
129		Rough Carpentry	BD Construction	\$	161,130.00	\$	161,130.00	\$	-		
137		Casework	Designercraft	\$	143,821.00	\$	143,821.00	\$	-		
138	<b>07 00 00</b>	<b>Thermal &amp; Moisture Protection</b>		\$	478,595.44	\$	485,208.49	\$	(6,613.05)	101%	\$ 54.25
139	07-2100.10	Batt Insulation Alternate in lieu of Sprayed	Midwest Partitions	\$	44,500.00	\$	44,500.00	\$	-		
140	07-2100.10	Foam Insulation	Estimated Cost	\$	15,000.00	\$	16,517.64	\$	(1,517.64)		
		Fluid Applied Membrane	Midwest Partitions	\$	48,750.00	\$	48,750.00	\$	-		
		Membrane at elevator pit	?	\$	2,000.00	\$	2,000.00	\$	-		
145		Building Expansion joint w/ covers	Allowance	\$	5,000.00	\$	818.43	\$	4,181.57		
		Roofing	Tri-Cities Group Roofing	\$	325,904.44	\$	335,009.59	\$	(9,105.15)		
152	07-7123.10	Gutter and Downspouts	Included in Roofing			\$	-	\$	-		
154	07-9200.10	Sealants	Global Caulking	\$	37,441.00	\$	37,612.83	\$	(171.83)	\$	54.25
158		Insulation	Weatheright			\$	-	\$	-		

159	<b>08 00 00</b>	<b>Openings</b>		\$	414,082.00	\$	414,082.00	\$	-	100%	\$	-
		Doors and Hardware	Midwest Door & Hardware	\$	225,416.00	\$	225,416.00	\$	-			
169	08-3000.10	Overhead door	Bid #	\$	24,917.00	\$	24,917.00	\$	-			
172	08-5000.20	Exterior Windows	Included in Aluminum			\$	-	\$	-			
173	08-5000.20	Interior Windows	Included in Aluminum			\$	-	\$	-			
	08-5000.20	Aluminum Storefront & Glazing	Tri County Glass	\$	163,749.00	\$	163,749.00	\$	-			
183												
184	<b>09 00 00</b>	<b>Finishes</b>		\$	2,018,347.00	\$	2,016,937.00	\$	1,410.00	100%	\$	-
186	09-2116.10	Gypsum Drywall	Midwest Partitions	\$	1,427,583.00	\$	1,427,583.00	\$	-			
		Painting	Kucera Painting	\$	141,033.00	\$	141,033.00	\$	-			
		Acoustical Ceilings	TC Ceilings	\$	114,400.00	\$	112,990.00	\$	1,410.00			
	09-6000.99	Flooring	Floors Inc	\$	168,915.00	\$	168,915.00	\$	-			
	09-6000.99	Polished & Sealed Concrete	Kucera Painting	\$	37,200.00	\$	37,200.00	\$	-			
208	09-6000.99	Tile	Floors Inc	\$	129,216.00	\$	129,216.00	\$	-			
209												
210	<b>10 00 00</b>	<b>Specialties</b>		\$	155,518.00	\$	138,119.50	\$	17,398.50	89%	\$	-
212		Display Boards	EPCO	\$	35,728.00	\$	35,728.00	\$	-			
213		Wall Protection (corner guards; minor wp)	EPCO	\$	10,808.00	\$	10,808.00	\$	-			
214	10-4400.10	Fire Extinguishers	EPCO	\$	2,781.00	\$	2,781.00	\$	-			
215	10-2800.10	Toilet Accessories	EPCO	\$	5,872.00	\$	5,872.00	\$	-			
216	10-2800.10	Toilet Partitions	EPCO	\$	28,193.00	\$	28,193.00	\$	-			
217		Lockers (Material and installation)	Storage and Design	\$	47,500.00	\$	47,500.00	\$	-			
219	10-1400.10	AED - Difibulator (2 total???)	EPCO (Allowance)	\$	6,136.00	\$	6,136.00	\$	-			
220	10-1400.10	Interior Room Signage	Allowance	\$	3,500.00	\$	1,101.50	\$	2,398.50			
221	10-1400.10	Exterior Signage	Allowance	\$	15,000.00	\$	-	\$	15,000.00			
222												
230	<b>12 00 00</b>	<b>Furnishings</b>		\$	15,500.00	\$	16,971.00	\$	(1,471.00)	109%	\$	-
232		Roller window shades	Allowance	\$	15,500.00	\$	16,971.00	\$	(1,471.00)			
233												
237	<b>14 00 00</b>	<b>Conveying Systems</b>		\$	131,950.00	\$	131,950.00	\$	-	100%	\$	-
238		Elevator	Otis Elevator	\$	96,000.00	\$	96,000.00	\$	-			
239		Elevator - Lift	Access Elevator	\$	35,950.00	\$	35,950.00	\$	-			
240												
241	<b>21 00 00</b>	<b>Fire Suppresion</b>		\$	99,975.00	\$	100,095.00	\$	(120.00)	100%	\$	-
242	21-1300.99	Automatic Fire Sprinkler System	Bamford	\$	98,800.00	\$	98,920.00	\$	(120.00)			
243	21-1300.99	Auto. Fire Sprinkler System - Disconnect Existing	Bamford	\$	1,175.00	\$	1,175.00	\$	-			
244												
245	<b>22 00 00</b>	<b>Plumbing</b>		\$	2,232,598.00	\$	2,232,598.00	\$	-	100%	\$	-
246	22-1000.99	Plumbing	Anderson Bros	\$	2,223,728.00	\$	2,223,728.00	\$	-			
249	22-1000.99	Plumbing - Disconnect Existing Shop	Waggoner Plumbing	\$	8,870.00	\$	8,870.00	\$	-			
250												
257	<b>26 00 00</b>	<b>Electrical</b>		\$	1,284,743.66	\$	1,239,919.66	\$	44,824.00	97%	\$	-
258	26-0500.99	Electrical	Kidwell	\$	1,276,731.00	\$	1,231,907.00	\$	44,824.00			
264	26-0500.99	Electrical - Disconnect Existing Shop	Kidwell	\$	2,578.00	\$	2,578.00	\$	-			
266	26-0500.99	Electrical - Disconnect Existing Shop (Additional)	Kidwell	\$	5,434.66	\$	5,434.66	\$	-			
275	<b>31 00 00</b>	<b>Earthwork</b>		\$	374,858.00	\$	359,858.00	\$	15,000.00	96%	\$	-
276	31-1413.99	Site Prep	Morten Construction	\$	158,508.00	\$	158,508.00	\$	-			
277	31-1413.99	Elementary Building Demo	Morten Construction	\$	199,000.00	\$	199,000.00	\$	-			
278	31-1413.99	Erosion Control	Estimated Cost	\$	15,000.00	\$	-	\$	15,000.00			
279		Termite Control	Affordable Pest Control	\$	2,350.00	\$	2,350.00	\$	-			
281												

282	<b>32 00 00</b>	<b>Exterior Improvements</b>		\$	27,972.16	\$	20,472.16	\$	7,500.00	73%	\$	-
286	32-1723.99	Parking Lot Stripping	Estimated Cost	\$	7,500.00	\$	-	\$	7,500.00			
287		Fencing	Patriotic Builders	\$	20,472.16	\$	20,472.16	\$	-			
291												
292	<b>33 00 00</b>	<b>Utilities</b>		\$	10,000.00	\$	-	\$	10,000.00	0%	\$	-
293	33-0000.00	Site Utilities	included above in Plumbing	\$	-	\$	-	\$	-			
294	33-0000.00	Site Utilities - PIV and Misc	?	\$	10,000.00	\$	-	\$	10,000.00			
297	<b>70 00 00</b>	<b>Misc</b>		\$	-	\$	-	\$	-	#DIV/0!	\$	-
298												
299												
300			Net	\$	10,583,994.55	\$	10,579,872.15	\$	4,122.40		\$	14,689.01
			CO#1-overex,elevator,demo vestibule	\$	18,969.69	\$	18,969.69	\$	-			
			CO#2-fire marshal,fur out walls,band room carp	\$	43,566.97	\$	30,699.76	\$	12,867.21			
			CO#3-weight room demo	\$	42,574.15	\$	39,722.23	\$	2,851.92			
304			Estimating Adjustment	\$	525,217.22	\$	404,079.07	\$	121,138.15		\$	18,522.30
305			Credit cost of 2nd Flr Corridor window	\$	(14,878.50)	\$	-	\$	(14,878.50)			
306			Owner Contingency	\$	50,000.00	\$	-	\$	50,000.00			
307			Contractors Fee	\$	212,025.02	\$	194,117.79	\$	17,907.23		\$	627.83
308			<b>Subtotal</b>	\$	<b>11,461,469.10</b>	\$	<b>11,267,460.69</b>	\$	<b>194,008.41</b>		\$	<b>33,839.14</b>
309			CM Bond Cost	\$	70,000.00	\$	68,382.00	\$	1,618.00			
			<b>Total</b>	\$	<b>11,531,469.10</b>	\$	<b>11,335,842.69</b>	\$	<b>195,626.41</b>		\$	<b>33,839.14</b>

Invoices By Job per Cost Code

BD Construction, Inc. / Kearney

07-01-2025

Page 1

All Invoices

Invoice	Invoice Date	Description	Original Amount
<b>21-02-025 Elm Creek Public Schools - CMR</b>			
01-3100-40 Incidental Const Services			
6517 First National-7626-RP			
PO Box 2818			
Omaha NE 68103			
25-05-15	05-15-2025	trim	52.39
			CSI Total 52.39*
<b>07-9200-20 Joint Sealers</b>			
2028 Builders Warehouse			
PO Box 1895			
Kearney NE 68848-1895			
1740336	06-10-2025	10oz sealant	54.25
			CSI Total 54.25*
<b>70-1000-20 Equipment Fuel</b>			
6517 First National-7626-RP			
PO Box 2818			
Omaha NE 68103			
2025-06-19b	06-19-2025	fuel equipment	54.69
			CSI Total 54.69*
<b>70-1100-10 Estimating Adjustment</b>			
6517 First National-7626-RP			
PO Box 2818			
Omaha NE 68103			
2025-06-18	06-18-2025	brooms	17.04
2025-06-19c	06-19-2025	concrete sealant	428.34
<b>11342 Kidwell</b>			
3333 Folkways Circle			
Lincoln NE 68504			
274457	06-20-2025	ECS-28	3,315.00
<b>20271 Tri-Cities Roofing&amp;Sheet Metal</b>			
PO BOX 909			
Grand Island NE 68802			
2595	06-09-2025	EFIS to brick metal repair	10,100.00
			CSI Total 13,860.38*

Invoices By Job per Cost Code

BD Construction, Inc. / Kearney

07-01-2025

Page 2

All Invoices

Invoice	Invoice Date	Description	Original Amount
<b>21-02-025</b>		Elm Creek Public Schools - CMR	
70-1100-99		Estimating Adjustment	
6123		Five Star Ceiling & Drywall	
		2015 Home St	
		Hastings	
		NE 68901	
2025-05-05b	05-05-2025	spacer joints/painting	4,188.00
6517		First National-7626-RP	
		PO Box 2818	
		Omaha	
		NE 68103	
2025-06-17	06-17-2025	crack sealant	473.92
		CSI Total	4,661.92*
Report Totals:			18,683.63*

**Checking Account ID: BUILDING**

**Check Type: Check**

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
10065	07/14/2025				BDCONST	BD CONSTRUCTION	33,839.14
10066	07/14/2025				KIDWELL	KIDWELL INC.	790.00
Check Type Total:			Check			Void Total: 0.00	Total without Voids: 34,629.14
Checking Account Total:			BUILDING			Void Total: 0.00	Total without Voids: 34,629.14
Grand Total:						Void Total: 0.00	Total without Voids: 34,629.14

**Checking Account ID: GENERAL**

**Check Type: Check**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
20779	07/14/2025				ACCO	ACCO BRANDS USA LLC	19.80
20780	07/14/2025				ACTINFO	ACT	468.00
20781	07/14/2025				AGDRYER	AG DRYER SERVICES	20.16
20782	07/14/2025				AMAZON	AMAZON CAPITAL SERVICES, INC	1,121.18
20783	07/14/2025				ASKSUP	ASK SUPPLY CO. LLC	319.84
20784	07/14/2025				BEACONO	BEACON OBSERVER	179.98
20785	07/14/2025				BLACKHILLS	BLACK HILLS ENERGY	381.03
20786	07/14/2025				BREINIGD	BREINIG DIESEL, LLC	563.04
20787	07/14/2025				USGAME	BSN SPORTS LLC	930.63
20788	07/14/2025				COMPHA	COMPUTER HARDWARE, INC	22,482.50
20789	07/14/2025				USBANK	CORPORATE PAYMENT SYSTEMS	5,949.99
20790	07/14/2025				DIVAS	DIVAS at KEARNEY FLORAL CO.	721.50
20791	07/14/2025				EAKESOFF	EAKES OFFICE PRODUCTS	927.16
20792	07/14/2025				ECOLAB	ECOLAB PEST ELIMINATION	82.06
20793	07/14/2025				ESU10	EDUCATIONAL SERVICE UNIT 10	17,021.51
20794	07/14/2025				FOLLETTSCH	FOLLETT SCHOOL SOLUTIONS, INC	1,327.32
20795	07/14/2025				FOSTERL	FOSTER LUMBER COMPANY,LLC	44.63
20796	07/14/2025				FOSTERC	CURT FOSTER	200.00
20797	07/14/2025				FRONTLINE	FRONTLINE	4,879.83
20798	07/14/2025				GRACZYKL	GRACZYK LAWN & LANDSCAPE	1,333.00
20799	07/14/2025				GRACZYKS	GRACZYK SPRINKLER & HANDYMAN	345.56
20800	07/14/2025				GREATM	GREAT MINDS	746.55
20801	07/14/2025				HOMETOWN	HOMETOWN LEASING	1,320.00
20802	07/14/2025				PAYFLEX	INSPIRA FINANCIAL	150.00
20803	07/14/2025				INTEGRATED	INTEGRATED LIFE CHOICES	5,136.18
20804	07/14/2025				ISS	INTEGRATED SECURITY SOLUTIONS	445.00
20805	07/14/2025				KEARNWINN	KEARNEY WINNELSON CO.	26.38
20806	07/14/2025				KELLYSA	KELLY'S SALES & AG SERVICE	4,943.00
20807	07/14/2025				KSBSCHOOL	KSB SCHOOL LAW, PC LLO	2,121.50
20808	07/14/2025				LAKESHOR	LAKESHORE LEARNING MATERIALS	84.53
20809	07/14/2025				LINWELD	MATHESON TRI GAS	796.60
20810	07/14/2025				MENARD430	MENARDS - KEARNEY	1,850.38
20811	07/14/2025				MIDWESTFLS	MIDWEST FLOOR SPECIALISTS, INC.	26,320.00
20812	07/14/2025				MIDWESTR	MIDWEST RESTAURANT SUPPLY	4,588.31
20813	07/14/2025				NCSA	NE COUNCIL OF SCHOOL ADM	1,253.00
20814	07/14/2025				NRCSA	NE RURAL COMMUNITY SCHOOLS ASSN	850.00
20815	07/14/2025				NASB	NEBRASKA ASSN OF SCHOOL BOARDS	1,856.84
20816	07/14/2025				NPPD	NEBRASKA PUBLIC POWER DISTRICT	4,661.58
20817	07/14/2025				ONESOURCE	ONESOURCE	30.00
20818	07/14/2025				PLATTEGLAS	PLATTE VALLEY GLASS	257.30
20819	07/14/2025				POWERSCH	POWERSCHOOL GROUP LLC	6,510.95
20820	07/14/2025				PRIMES	PRIME SECURED	1,387.19
20821	07/14/2025				SOFTWAREUN	SOFTWARE UNLIMITED, INC.	7,250.00
20822	07/14/2025				SPRACKLIN	SPRACKLIN CHIROPRACTIC	100.00
20823	07/14/2025				STAPLES	STAPLES ADVANTAGE	177.60
20824	07/14/2025				STATENE	STATE OF NEBRASKA	361.21
20825	07/14/2025				TRUCKC	TRUCK CENTER COMPANIES	818.32
20826	07/14/2025				VILLAGEE	VILLAGE OF ELM CREEK	1,183.50
20827	07/14/2025				WEXBANK	WEX BANK	750.20
20828	07/14/2025				WOODWARDS	WOODWARDS DISPOSAL SERVICE	32.50
20829	07/14/2025				ANDERSONB	ANDERSON BROS.	4,108.34
Check Type Total:			Check		Void Total:	0.00	Total without Voids: 139,435.68
Checking Account Total:			GENERAL		Void Total:	0.00	Total without Voids: 139,435.68
Grand Total:					Void Total:	0.00	Total without Voids: 139,435.68

**Board Report - Board**

JULY 14, 2025 GENERAL FUND CHECKS

Vendor Name	Invoice Number	Description	Amount
Checking Account ID GENERAL	Fund Number 01	GENERAL FUND	
ACCO BRANDS USA LLC	4730337396	OFFICE SUPPLIES	19.80
Total ACCO BRANDS USA LLC			19.80
ACT	1000006105	PRACT PAPER SCORING	468.00
Total ACT			468.00
AG DRYER SERVICES	53014	WHIZ BOLTS	20.16
Total AG DRYER SERVICES			20.16
AMAZON CAPITAL SERVICES, INC	14RF-F1PK-PYY9	WINDSHIELD SUN SHADES	109.63
AMAZON CAPITAL SERVICES, INC	1VKP-DFHN-1CKT	NURSING	28.16
AMAZON CAPITAL SERVICES, INC	1W4F-JPJC-VWGL	NURSE SUPPLIES	983.39
Total AMAZON CAPITAL SERVICES, INC			1,121.18
ANDERSON BROS.	60162	AIR HANDLER IN GYM	1,683.50
ANDERSON BROS.	60182	REPAIR TO ROOF DRAIN LEAK	1,785.99
ANDERSON BROS.	60184	REPAIRS	350.50
ANDERSON BROS.	60243	RESTROOM REPAIRS	288.35
Total ANDERSON BROS.			4,108.34
ASK SUPPLY CO. LLC	24868	DISPOSABLE FILTERS	319.84
Total ASK SUPPLY CO. LLC			319.84
BEACON OBSERVER	2709	ADVERTISING	29.09
BEACON OBSERVER	2715	ADVERTISING	10.50
BEACON OBSERVER	2725	ADVERTISING	72.11
BEACON OBSERVER	2726	ADVERTISING	8.89
BEACON OBSERVER	2743	ADVERTISING	59.39
Total BEACON OBSERVER			179.98
BLACK HILLS ENERGY	06272025-01	225 EAST BOYD	300.81
BLACK HILLS ENERGY	06272025-40	230 EAST CALKINS	80.22
Total BLACK HILLS ENERGY			381.03
BREINIG DIESEL, LLC	14146	BUS 2021- INSPECT, FILTERS	563.04
Total BREINIG DIESEL, LLC			563.04
BSN SPORTS LLC	930034067	ELEM PE	930.63
Total BSN SPORTS LLC			930.63
COMPUTER HARDWARE, INC	163801	COMPUTERS	22,482.50
Total COMPUTER HARDWARE, INC			22,482.50
CORPORATE PAYMENT SYSTEMS	07072025	CREDIT CARD PAYMENT	5,949.99
Total CORPORATE PAYMENT SYSTEMS			5,949.99
DIVAS at KEARNEY FLORAL CO.	1000024439	GRADUATION FLOWERS	689.50
DIVAS at KEARNEY FLORAL CO.	1000055768	GRADUATION FLOWERS	32.00
Total DIVAS at KEARNEY FLORAL CO.			721.50
EAKES OFFICE PRODUCTS	9149902-0	CARPET SCHMPOO, STRIP PADS	179.40
EAKES OFFICE PRODUCTS	9157659-0	CARPET SHMPOO, PPR TWL	492.62

JULY 14, 2025 GENERAL FUND CHECKS

Vendor Name	Invoice Number	Description	Amount
EAKES OFFICE PRODUCTS	9157659-1	CUSTODIAL SUPPLIES	15.30
EAKES OFFICE PRODUCTS	9159668-0	FLOOR FINISH	239.84
<b>Total EAKES OFFICE PRODUCTS</b>			<b>927.16</b>
ECOLAB PEST ELIMINATION	8325217	Pest Elimination	82.06
<b>Total ECOLAB PEST ELIMINATION</b>			<b>82.06</b>
EDUCATIONAL SERVICE UNIT 10	06012025	SPED SERVICES	7,353.25
EDUCATIONAL SERVICE UNIT 10	06302025	SPED SERVICES	9,668.26
<b>Total EDUCATIONAL SERVICE UNIT 10</b>			<b>17,021.51</b>
FOLLETT SCHOOL SOLUTIONS, INC	1577375	HOSTED SERVICE RENEWAL	1,327.32
<b>Total FOLLETT SCHOOL SOLUTIONS, INC</b>			<b>1,327.32</b>
FOSTER LUMBER COMPANY,LLC	309146	CUSTODIAL	44.63
<b>Total FOSTER LUMBER COMPANY,LLC</b>			<b>44.63</b>
FOSTER, CURT	07012025	Rent of storage unit	200.00
<b>Total FOSTER, CURT</b>			<b>200.00</b>
FRONTLINE	INVUS228233	TIME & ATTENDANCE	4,879.83
<b>Total FRONTLINE</b>			<b>4,879.83</b>
GRACZYK LAWN & LANDSCAPE	169729	PRACTICE FIELD - FERTILIZER	432.00
GRACZYK LAWN & LANDSCAPE	169730	230 E CALKINS - FERTILIZER	901.00
<b>Total GRACZYK LAWN &amp; LANDSCAPE</b>			<b>1,333.00</b>
GRACZYK SPRINKLER & HANDYMAN	9292	SPRINKLER SERVICE/REPAIRS	345.56
<b>Total GRACZYK SPRINKLER &amp; HANDYMAN</b>			<b>345.56</b>
GREAT MINDS	INV228752	ELEMENTARY	536.55
GREAT MINDS	INV233578	EUREKA MATH	210.00
<b>Total GREAT MINDS</b>			<b>746.55</b>
HOMETOWN LEASING	0012798585-36	Copiers	1,320.00
<b>Total HOMETOWN LEASING</b>			<b>1,320.00</b>
INSPIRA FINANCIAL	JULY FLEX PLAN FEES	FLEX PLAN FEES	150.00
<b>Total INSPIRA FINANCIAL</b>			<b>150.00</b>
INTEGRATED LIFE CHOICES	668838	SPED SERVICES & MILEAGE	1,200.00
INTEGRATED LIFE CHOICES	668840	SPED SERVICES & MILEAGE	3,936.18
<b>Total INTEGRATED LIFE CHOICES</b>			<b>5,136.18</b>
INTEGRATED SECURITY SOLUTIONS	20251468	FIRE EXTINGUISHERS	445.00
<b>Total INTEGRATED SECURITY SOLUTIONS</b>			<b>445.00</b>
KEARNEY WINNELSON CO.	49596001	SHOP	16.80
KEARNEY WINNELSON CO.	49630201	CUSTODIAL	9.58
<b>Total KEARNEY WINNELSON CO.</b>			<b>26.38</b>
KELLY'S SALES & AG SERVICE	30969	2022 VAN	120.42

Vendor Name	Invoice Number	Description	Amount
KELLY'S SALES & AG SERVICE	31088	2012 VAN	729.41
KELLY'S SALES & AG SERVICE	31090	2023 VAN	357.38
KELLY'S SALES & AG SERVICE	31097	2020 VAN	1,098.81
KELLY'S SALES & AG SERVICE	31101	2024 VAN	332.40
KELLY'S SALES & AG SERVICE	31112	2024 VAN	356.45
KELLY'S SALES & AG SERVICE	31123	2024 VAN	227.10
KELLY'S SALES & AG SERVICE	31128	2014 VAN	1,721.03
<b>Total KELLY'S SALES &amp; AG SERVICE</b>			<b>4,943.00</b>
KSB SCHOOL LAW, PC LLO	18950	LEGAL SERVICES	1,961.50
KSB SCHOOL LAW, PC LLO	19161	LEGAL SERVICES	160.00
<b>Total KSB SCHOOL LAW, PC LLO</b>			<b>2,121.50</b>
LAKESHORE LEARNING MATERIALS	90914575	CONSTRUCTION PAPER	84.53
<b>Total LAKESHORE LEARNING MATERIALS</b>			<b>84.53</b>
MATHESON TRI GAS	0052514344	SHOP	404.60
MATHESON TRI GAS	0052527621	SHOP	392.00
<b>Total MATHESON TRI GAS</b>			<b>796.60</b>
MENARDS - KEARNEY	91525	CUSTODIAL	726.27
MENARDS - KEARNEY	915952	CUSTODIAL	2.49
MENARDS - KEARNEY	91614	CUSTODIAL	16.89
MENARDS - KEARNEY	91920	CUSTODIAL	453.12
MENARDS - KEARNEY	92135	CUSTODIAL	45.86
MENARDS - KEARNEY	92238	CUSTODIAL	29.84
MENARDS - KEARNEY	92251	CUSTODIAL	458.80
MENARDS - KEARNEY	92911	CUSTODIAL	117.11
<b>Total MENARDS - KEARNEY</b>			<b>1,850.38</b>
MIDWEST FLOOR SPECIALISTS, INC.	440	SAND & REFINISH GYM FLOOR	26,320.00
<b>Total MIDWEST FLOOR SPECIALISTS, INC.</b>			<b>26,320.00</b>
MIDWEST RESTAURANT SUPPLY	0101066-07012025	REPAIRS AND SERVICE	4,588.31
<b>Total MIDWEST RESTAURANT SUPPLY</b>			<b>4,588.31</b>
NE COUNCIL OF SCHOOL ADM	86766	NCE CONF - SCHWARZ	300.00
NE COUNCIL OF SCHOOL ADM	86767	NCE CONFERENCE	953.00
<b>Total NE COUNCIL OF SCHOOL ADM</b>			<b>1,253.00</b>
NE RURAL COMMUNITY SCHOOLS ASSN	1075	2025-26 NRCSA DUES RENEWAL	850.00
<b>Total NE RURAL COMMUNITY SCHOOLS ASSN</b>			<b>850.00</b>
NEBRASKA ASSN OF SCHOOL BOARDS	N-53495	BOARD LEADERSHIP ONLINE SURVEY	250.00
NEBRASKA ASSN OF SCHOOL BOARDS	N-53503	BOARD LEADERSHIP	1,236.84
NEBRASKA ASSN OF SCHOOL BOARDS	N-53561	SCHOOL LEADERS & LAW CONF	370.00
<b>Total NEBRASKA ASSN OF SCHOOL BOARDS</b>			<b>1,856.84</b>
NEBRASKA PUBLIC POWER DISTRICT	06162025-6744	BALLFIELD	48.42
NEBRASKA PUBLIC POWER DISTRICT	06162025-6748	230 EAST CALKINS	4,613.16
<b>Total NEBRASKA PUBLIC POWER DISTRICT</b>			<b>4,661.58</b>
ONESOURCE	2022181345	Background Checks	30.00
<b>Total ONESOURCE</b>			<b>30.00</b>

School District #9  
07/11/2025 05:01 PM  
Vendor Name

**Board Report - Board**  
JULY 14, 2025 GENERAL FUND CHECKS

Page: 4  
User ID: LKJ

Vendor Name	Invoice Number	Description	Amount
PLATTE VALLEY GLASS	53034	SMALL WINDOW REPAIR	257.30
Total PLATTE VALLEY GLASS			<u>257.30</u>
POWERSCHOOL GROUP LLC	INV444519	STU INFO SYSTEM	6,510.95
Total POWERSCHOOL GROUP LLC			<u>6,510.95</u>
PRIME SECURED	97285	ARUBA - SWITCH, FIBER, PORTS	1,387.19
Total PRIME SECURED			<u>1,387.19</u>
SOFTWARE UNLIMITED, INC.	1562	Accounting Software	7,250.00
Total SOFTWARE UNLIMITED, INC.			<u>7,250.00</u>
SPRACKLIN CHIROPRACTIC	585	DOT PHYSICAL	100.00
Total SPRACKLIN CHIROPRACTIC			<u>100.00</u>
STAPLES ADVANTAGE	6034374370	OFFICE SUPPLIES	177.60
Total STAPLES ADVANTAGE			<u>177.60</u>
STATE OF NEBRASKA	1485721	NETWORK SERVICE FEES	361.21
Total STATE OF NEBRASKA			<u>361.21</u>
TRUCK CENTER COMPANIES	RA105015867:01	BUS '13- INSPECT, LIGHTS	764.66
TRUCK CENTER COMPANIES	XA105099452:01	WIPER BLADE	53.66
Total TRUCK CENTER COMPANIES			<u>818.32</u>
VILLAGE OF ELM CREEK	07012025	WATER, SEWER, TRASH	1,183.50
Total VILLAGE OF ELM CREEK			<u>1,183.50</u>
WEX BANK	105732873	FUEL	750.20
Total WEX BANK			<u>750.20</u>
WOODWARDS DISPOSAL SERVICE	NO9268-552	SHREDDING SERVICE	32.50
Total WOODWARDS DISPOSAL SERVICE			<u>32.50</u>
Fund Number 01			<u>139,435.68</u>
Checking Account ID GENERAL			<u>139,435.68</u>

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
 FOR JULY 14, 2025  
 MAY 30 TO JUNE 30, 2025 FINANCIALS

**GENERAL FUND - ACCT NO. 137766**

BALANCE MAY 30, 2025		\$	2,533,537.97
RECEIPTS	BUFFALO COUNTY	\$	155,952.59
	BUFFALO HEALTH PARTNERS (COMPASS CURRICULUM)	\$	230.00
	DAWSON COUNTY	\$	12,313.70
	FIRSTIER - JUNE INTEREST	\$	6,110.84
	FIRSTIER - MAY INTEREST	\$	4,420.77
	LOUP CITY SCHOOLS (BOOKS)	\$	500.00
	PHELPS COUNTY	\$	27,318.56
	SPED SCHOOL AGE FFR (22-23)	\$	119,380.00
	STATE OF NEBRASKA - STATE AID (JUNE)	\$	85,255.00
	STATE OF NEBRASKA - STATE AID (MAY)	\$	85,252.00
	<b>TOTAL RECEIPTS</b>	<b>\$</b>	<b>496,733.46</b>
AVAILABLE BALANCE		\$	3,030,271.43
DISBURSEMENTS:			
	BILLS PAID JUNE 2, 2025	\$	88,190.84
	EFUNDS FEES	\$	-
	VOID ZOOM VIDEO (INCORRECT AMOUNT)	\$	(7,831.26)
	ZOOM VIDEO COMMUNICATIONS	\$	7,369.63
	PAYROLL	\$	342,787.14
	<b>TOTAL DISBURSEMENTS</b>	<b>\$</b>	<b>430,516.35</b>
	<b>BALANCE JUNE 30, 2025</b>	<b>\$</b>	<b>2,599,755.08</b>

**DEPRECIATION FUND**

ACCT 4152 (FROM 4832)	BALANCE MAY 30, 2025	\$	15,927.37
	MAY 30, 2025 INTEREST	\$	13.62
	JUNE 30, 2025 INTEREST	\$	14.09
	<b>BALANCE JUNE 30, 2025</b>	<b>\$</b>	<b>15,955.08</b>
ACCOUNT 0119 (FROM 7651)	BALANCE MAY 30, 2025	\$	552,176.31
	EXPENSES	\$	-
	INTEREST	\$	-
	TRANSFER FROM GENERAL FUNDS	\$	-
	<b>BALANCE JUNE 30, 2025</b>	<b>\$</b>	<b>552,176.31</b>
	<b>DEPRECIATION BALANCE JUNE 30, 2025</b>	<b>\$</b>	<b>568,131.39</b>

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR JULY 14, 2025  
MAY 30 TO JUNE 30, 2025 FINANCIALS

<b><u>BENEFIT FUND (UNEMPL CD)</u></b> ACCOUNT 0125	BALANCE MAY 30, 2025	\$ 12,520.85
	INTEREST	\$ -
	<b>BALANCE JUNE 30, 2025</b>	<b>\$ 12,520.85</b>
<b><u>BUILDING FUND</u></b>	BALANCE MAY 30, 2025	\$ 651,814.72
	BUFFALO COUNTY	\$ 7,652.85
	DAWSON COUNTY	\$ 673.19
	PHELPS COUNTY	\$ 1,442.17
	MAY 30, 2025 INTEREST	\$ 978.43
	JUNE 30, 2025 INTEREST	\$ 1,105.94
	<b>BALANCE JUNE 30, 2025</b>	<b>\$ 663,667.30</b>
<b>BOND FUND</b> <b>OPENED 01/01/2023</b>	BALANCE MAY 30, 2025	\$ 483,481.52
	BUFFALO COUNTY	\$ 35,561.97
	DAWSON COUNTY	\$ 3,305.70
	PHELPS COUNTY	\$ 6,965.66
	BOK FIN - BOND INTEREST PAYMENT	\$ -
	<b>BALANCE JUNE 30, 2025</b>	<b>\$ 529,314.85</b>
<b>ELEM CONSTRUCTION (NLAF)</b>	BALANCE MAY 30, 2025	\$ 1,267.79
	DIV REINVESTMENT MAY 2025	\$ 4.36
	DIV REINVESTMENT JUNE 2025	\$ 4.22
	<b>BALANCE JUNE 30, 2025</b>	<b>\$ 1,276.37</b>
<b>ELEM CONSTRUCTION (FIRSTIER)</b> <b>(ACCOUNT 7078)</b>	BALANCE MAY 30, 2025	\$ 122,795.47
	INTEREST EARNED	\$ 302.28
	INTEREST TO SWEEP ACCOUNT	\$ (340.19)
	MIDLANDS CONTRACTING	\$ -
	BD CONSTRUCTION	\$ -
	<b>BALANCE JUNE 30, 2025</b>	<b>\$ 122,757.56</b>
<b>SWEEP SAVINGS ACCOUNT</b>	BALANCE MAY 30, 2025	\$ 109,939.47
	INTEREST EARNED	\$ 13.70
	INTEREST FROM CONSTR FOR MAY	\$ 340.19
	<b>BALANCE JUNE 30, 2025</b>	<b>\$ 110,293.36</b>
<b>CONSTRUCTION FUND CD</b>	BALANCE MAY 30, 2025	\$ 100,000.00
	INTEREST EARNED	\$ 1,156.69
	<b>BALANCE JUNE 30, 2025</b>	<b>\$ 101,156.69</b>

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
 FOR JULY 14, 2025  
 MAY 30 TO JUNE 30, 2025 FINANCIALS

**LUNCH FUND**

BALANCE MAY 30, 2025 \$ 11,175.50

RECEIPTS

LUNCH SALES	\$	80.00
EFUND PAYMENTS	\$	-
FEDERAL REIMBURSEMENT BREAKFAST	\$	872.12
FEDERAL REIMBURSEMENT LUNCH	\$	3,302.89
STATE - LOCAL FOOD GRANT	\$	-
STATE REIMBURSEMENT LUNCH	\$	-
STATE REIMBURSEMENT BREAKFAST	\$	-

TOTAL RECEIPTS	\$	4,255.01
----------------	----	----------

AVAILABLE BALANCE	\$	15,430.51
-------------------	----	-----------

DISBURSEMENTS

FOOD/GROCERIES/MILK ETC.	\$	5,408.86
SUPPLIES	\$	471.14
MISCELLANEOUS (REIMBURSEMENTS, BANK FEES)	\$	-
PAYROLL	\$	1,086.38
REPAIRS/MAINTENANCE	\$	-

TOTAL DISBURSEMENTS	\$	6,966.38
---------------------	----	----------

<b>BALANCE JUNE 30, 2025</b>	<b>\$</b>	<b>8,464.13</b>
------------------------------	-----------	-----------------

---

APRIL BILLS AS OF 5/29/2025

BERNARD FOODS	\$	-
CASHWA	\$	-
DOLLAR GENERAL	\$	-
FOSTERS FAMILY FOODS	\$	-
HILAND (MILK)	\$	-
JULY PAYROLL (ESTIMATE)	\$	500.00
US FOODS	\$	-
VILLAGE UNIFORM (TOWELS ETC)	\$	-
	\$	500.00

---

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
 FOR JULY 14, 2025  
 MAY 30 TO JUNE 30, 2025 FINANCIALS

**ACTIVITY FUND (CURRENT CASH BALANCE SUMMARY)**

	BALANCE MAY 30, 2025	\$	37,086.59
RECEIPTS	MAY 30-MAY 31	\$	-
	ATHLETICS & ACTIVITIES	\$	2,550.42
	CLUB & CLASS ACCOUNTS	\$	1,924.00
	DISTRICT ACTIVITIES	\$	4,025.57
	TRANSFER FROM GENERAL	\$	-
	<b>TOTAL RECEIPTS</b>	<b>\$</b>	<b>8,499.99</b>
EXPENSES	MAY 30-MAY 31 (EFUNDS FEES ONLY)	\$	9.41
	ATHLETICS & ACTIVITIES	\$	9,364.23
	DISTRICT ACTIVITY EXPENSES	\$	-
	STATE ACTIVITY EXPENSES	\$	1,657.58
	CLUB & CLASS ACCOUNTS	\$	320.00
	VOID CHECK 17990	\$	(811.00)
	DISTRICT ACTIVITIES	\$	4,639.23
	<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>15,179.45</b>
	<b>BALANCE JUNE 30, 2025</b>	<b>\$</b>	<b>30,407.13</b>

## Cash Flow Report

School District #9  
6/30/2025

Processing Month

6/2025

Page: 1  
User ID: LKJ

FUND NI Account		BEGINNING CASH			ENDING CASH
		09/01/2024	REVENUES	EXPENSES	
01	GENERAL FUND	961,204.15	6,321,847.60	(4,683,296.67)	2,599,755.08
02	DEPRECIATION	379,511.89	306.55	(363,863.36)	15,955.08
02	DEPRECIATION CD	530,756.06	21,420.25	-	552,176.31
03	EMPLOYEE BENEFIT	12,035.14	485.71	-	12,520.85
05	ACTIVITY FUND	107,875.89	362,501.54	(439,970.30)	30,407.13
06	NUTRITION FUND	97,070.02	148,904.85	(237,510.74)	8,464.13
07	BOND FUND	565,867.11	865,896.32	(902,448.58)	529,314.85
08	BUILDING FUND	256,579.80	425,024.40	(17,936.90)	663,667.30
08	EL BLDG FUND-NLAF	1,231.97	44.40	-	1,276.37
08	EL BLDG FUND-FIRSTIER	1,000,021.32	9,220.25	(886,484.01)	122,757.56
08	EL SWEEP ACCT (INTEREST)	198,991.60	11,301.76	(100,000.00)	110,293.36
08	EL SWEEP ACCT CD	-	101,156.69	-	101,156.69
		4,111,144.95	8,268,110.32	(7,631,510.56)	4,747,744.71

**Checking Account ID: STACTIVITY**

**Check Type: Automatic Payment**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
18	05/31/2025	X			MAGICW	MAGIC WRITER	9.41
19	06/30/2025				MAGICW	MAGIC WRITER	2.02
Check Type Total:					Automatic Payment	Void Total:	0.00
						Total without Voids:	11.43

**Checking Account ID: STACTIVITY**

**Check Type: Check**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
18044	06/05/2025	X			WALMART	CAPITAL ONE	356.75
18045	06/05/2025	X			CAVENEET	TANNER CAVENEE	16.36
18046	06/05/2025				USBANK	CORPORATE PAYMENT SYSTEMS	3,356.62
18047	06/05/2025	X			FOSTFAM	FOSTER'S FAMILY FOODS	121.29
18048	06/05/2025	X			KCHSCH	KEARNEY CATHOLIC HIGH SCHOOL	320.00
18049	06/05/2025	X			NEGIRLS	NEBRASKA GIRLS BASKETBALL SHOWCASE	425.00
18050	06/05/2025	X			YANDAS	YANDA'S MUSIC	1,389.79
18051	06/11/2025	X			BOUND	BOUND	500.00
18052	06/11/2025	X			NECOACH	NEBRASKA COACHES ASSN	1,645.00
18053	06/11/2025	X			NSAA	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION	1,685.00
18054	06/11/2025	X			SPORTB	SPORTBOARDS	1,526.00
18055	06/11/2025	X			STUHRMUS	STUHR MUSEUM	264.00
18056	06/19/2025	X			CRISIS	CRISIS PREVENTION INSTITUTE	199.74
18057	06/23/2025	X			BLUECROS	BLUE CROSS BLUE SHIELD OF NE	4,173.47
Check Type Total:					Check	Void Total:	0.00
						Total without Voids:	15,979.02
Checking Account Total:					STACTIVITY	Void Total:	0.00
						Total without Voids:	15,990.45
Grand Total:						Void Total:	0.00
						Total without Voids:	15,990.45

# Elm Creek Public Schools



## Support Staff Handbook

2025-2026

## NONDISCRIMINATION IN EDUCATION PROGRAMS

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator:

Name: Kim Beran  
Title: Superintendent  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: [kim.beran@elmcreekschools.org](mailto:kim.beran@elmcreekschools.org)

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator:

Name: Brandon Marquez  
Title: Secondary Principal/AD  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: [brandon.marquez@elmcreekschools.org](mailto:brandon.marquez@elmcreekschools.org)

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator:

Name: Kim Beran  
Title: Superintendent  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: [kim.beran@elmcreekschools.org](mailto:kim.beran@elmcreekschools.org)

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact school personnel.

Name: Kim Beran  
Title: Superintendent  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: [kim.beran@elmcreekschools.org](mailto:kim.beran@elmcreekschools.org)

Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff members will follow school district policies to respond to the report.

The Pregnant Workers Fairness Act (PWFA)-requires covered employers to provide reasonable accommodations to qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

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

**District Administration and Board of Education**

<b><u>Name</u></b>	<b><u>Title</u></b>
Kim Beran	Superintendent
Lynette Mitchell	President
Jacob Kringle	Member
Alicia Beavers	Vice President
Hannah Hild	Secretary
Ryan Martin	Member
Cole Brodine	Treasurer

**Building Administration**

<b><u>Name</u></b>	<b><u>Position</u></b>
Brandon Marquez	7-12 Principal and Activities Director
Terah Williams	PK-6 Principal and Transportation Director

## RULES AND REGULATIONS CONCERNING SUPPORT STAFF PERSONNEL

The Board, upon recommendation of the Superintendent, shall employ, assign, transfer, reclassify, and terminate the service of support staff personnel and approve rules and regulations governing their employment.

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. **It is not a contract, and should not be relied upon as such.** The Board of Education may change policies at any time, and the administration may change rules, regulations or handbook provisions at any time. Copies of board policies are available on our website, [www.elmcreekschools.org](http://www.elmcreekschools.org). If you have questions about the handbook or policies, direct your questions to the building principal or superintendent of schools.

All staff members are expected to complete required professional development as assigned by the district. These opportunities are designed to support continuous growth, ensure compliance with state and federal requirements, and align with district goals. Staff are responsible for attending sessions, actively participating, and completing any related documentation or follow-up in a timely manner.

### EMPLOYMENT

Support staff personnel are hired as “at will” employees and the duties of the employee are subject to the assignment by the Superintendent and the employee’s supervisor. The offer of employment creates no property right in continued employment.

### JOB CLASSIFICATIONS

Classifications of job categories for support staff will be as follows:

1. Bookkeeper
2. Maintenance/Custodian
3. Custodian
4. Administrative Assistant
5. Food Service Coordinator
6. School Nurse Coordinator
7. Van Driver

8. Food Service Cook
9. Paraeducator
10. Bus Driver
11. Transportation Coordinator

## SALARY SCHEDULE

All employees placed on the support staff salary schedule shall receive their new salary status and classification in conjunction with the new school year for the school district. Any new salary shall be effective beginning with September paychecks of each year and continue without change unless by action of the Board at a regularly scheduled meeting, until the end of the August payroll period.

Initial wage placement for hourly employees will be according to rates determined annually by the Board of Education. Salary adjustments for all support staff will be considered prior to the beginning of the new school year.

## SUBSTITUTE PAY

Temporary and substitute employees will be paid according to the salary schedule approved by the Board of Education. Leave benefits applying to the job in the care of the substitute, if the substitute has held that position during the entire sixty (60) days, may be hereinafter granted to that substitute.

## PARAS SUBBING FOR TEACHERS

**A para subbing for a teacher will receive the daily sub rate of \$150 for the day, \$75 for half of the day and may be asked to return to their normal duties after the subbing request has been fulfilled for the day. If receiving the full day pay, the para will not clock in for the day.**

## PAYROLL

All personnel shall be paid once each month, through direct deposit, on the twentieth (20th) day of the month or the Friday before the 20th if the 20th falls on a weekend. The pay stub reflects time worked from the 16th of the previous month to the 15th of the current month.

It is the responsibility of the employee to be sure that the account numbers and routing numbers are current and correct for direct deposit.

## TIME CLOCKS

Hourly employees shall clock in daily using the technology provided. Employees have the option of using the Frontline Time & Attendance app on their cell phone. **It is the responsibility of the employee to clock in and out and to be sure all necessary information is approved and submitted to the Business Office by the 15th of the month no later than 4:00 PM in order to be paid on the 20th of the month. Any errors in clocking in and/or out should be reported to administration in writing.**

## OVERTIME

***All overtime work must be approved by the immediate supervisor before the work is performed. Any overtime work performed without prior approval from the immediate supervisor will result in disciplinary action including up to termination of employment.***

Hourly employees will be paid at the rate of one and one-half their normal rate of pay for any hours considered overtime based on the regulations established by the IRS.

## WEATHER DAYS

Employees shall remain home as a standard of practice unless they are asked to report for duty. **No sick leave will be granted during such days unless the employee has been specifically required to report for work and cannot because of illness or other reasons as allowed by other Rules and Regulations.** Personal leave may be granted upon request to hourly employees for weather days. Twelve-month employees may request vacation during school cancellation days unless specifically requested to report to work.

## PHYSICAL OR MENTAL EXAMINATION

A physical or mental examination may be required at any time by the Board of Education if a question arises regarding an employee's health interfering with his or her adequate contractual performance. Such examination shall be at the board's expense and performed by a physician who shall be named by the board. The results of the examination shall be provided to the Board of Education, in compliance with the Privacy Act. A physical may also be required as part of a person's assignment such as bus or van driving. In these instances the employee must go to the district approved provider if the district is to pay for services rendered.

## TERMINATION OF EMPLOYMENT

### COMPENSATION UPON TERMINATION

The offer of employment creates no property right in **continued employment and may be terminated by either party, with or without cause or hearing. The Superintendent may, acting upon his or her own initiative, terminate the employee's employment and such termination will be effective immediately from the date of the Superintendent's notice.**

## HEALTH INSURANCE

### TWELVE MONTH EMPLOYEES

Twelve-month (full time) employees are eligible for single health and dental insurance, premiums to be paid by the school, or may choose cash-in-lieu at the rate of 90% of single insurance and dental for the year. Additional health and dental insurance may be purchased at the expense of the employee.

### LONG/SHORT-TERM DISABILITY INSURANCE

All support staff employees who work 20 hours a week or more will be covered under the long-term disability insurance plan of the district at no cost to the employee.

### 403 B TAX SHELTERED SAVINGS

All employees who work at least 20 hours per week during the school year may contribute to a 403B approved account through a pre-tax payroll deduction. This allows the employee to save extra money for retirement on a tax-deferred basis. To initiate this deduction please contact the superintendent and district bookkeeper.

### RETIREMENT

According to regulations from the Nebraska Public Employee Retirement System (NPERS), employees who work twenty (20) hours a week or more must be enrolled in NPERS. As a member of NPERS, employees contribute a percentage of their gross compensation. The employee contribution rate is set by the Public Employees Retirement Board.

## HOLIDAY PAY

All support staff who work 30 hours a week or more will receive pay for approved holidays, which fall in their normal work schedule. If the holiday falls on a Saturday, the Friday before the holiday will be observed as the holiday. If the holiday falls on a Sunday, the Monday following the holiday will be observed as the holiday. Approved holidays are as follows:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day (12 month staff only)

## PAID VACATIONS

Support staff employees who work twelve months of the year will annually receive five days paid vacation, ten days paid vacation after ten years of continuous service, and fifteen days paid vacation after twenty years of continuous service. Due to the work to be done during the summer months and the need for employees to be on duty during scheduled school days, employees must complete the necessary leave requests and arrange all vacation time with their immediate supervisor. Vacation leave does not carry forward.

## LEAVES

Support Staff will be granted appropriate leave based on the descriptions listed below. **New employees must work one month before they can take any leave.**

## SICK LEAVE

An employee shall be granted leave for personal illness, non-elective surgery, or other conditions resulting in disability in the following manner. (Pregnancy-related disability and illness shall be considered a disability under this provision). Each month of work, **9-month** support staff personnel will be credited with one sick leave day, up to **9** days.

Twelve-month support staff personnel will be credited with one sick leave day, up to 10 days.

## IMMEDIATE FAMILY

For the purpose of the sick leave provision, immediate family shall mean the employee's spouse, mother, father, dependent child (dependent according to IRS), or spouse's mother or father.

## USE FOR FAMILY MEMBERS AND DEPENDENT CHILDREN

Sick leave may be used for absence necessitated due to the following reasons:

1. Required hospitalization or doctor recommended hospice care of a member of the employee's immediate family;
2. Physician recommended home health care of a member of the employee's immediate family;
3. The care of an employee's dependent child (26 years of age and under) who is confined at home due to a physician's orders; or
4. The care of a dependent, handicapped child living with the employee regardless of the age of the child.
5. Sick leave may be used for an employee to accompany an immediate family member to doctor and dental appointments.

## UNUSED SICK LEAVE

Nine-month Support staff's unused sick leave may be carried forward to their sick leave bank until the bank reaches 20 days. Twelve-month support staff's unused sick leave may be carried forward until the bank reaches 35 days. Those days may only be used for sick leave as described in the previous paragraph. Support staff have the option to be paid for up to 2 days of unused sick leave in the amount of \$75.00.

## CERTIFICATION OF ILLNESS, DISABILITY, OR ABILITY

Any employee who is absent for five (5) continuous contract days may be required to certify his or her illness, disability, or ability to perform duties with a physician's or medical service provider's statement, which shall be filed with the Superintendent's Office. In the event of sixty (60) consecutive working days absent from work due to illness, the superintendent will review the employee's status with the district in regard to continued employment with the School District of Elm Creek.

## PERSONAL LEAVE

Two (2) days of personal leave per year shall be made available to each employee, working full time, for no less than nine months. The administration shall grant leave requests in the chronological order in which they are submitted subject to the following requirements:

Except in the case of an emergency, an employee **must submit a written request for personal leave at least three (3) working days prior to the employee's intended day of absence**. Personal leave shall be granted in the order they are requested; however, the supervisor may limit the number of employees that may be absent on any given workday. All Personal Leave requests are subject to approval of the supervisor and superintendent or the superintendent's designee. Personal leave does not carry forward.

## EXCHANGE OF SICK LEAVE FOR PERSONAL LEAVE

A qualifying staff member has the option to exchange two accrued sick leave days in order to gain one additional day of personal leave. In order to qualify for an exchange the staff member:

1. Must have depleted all of their current personal leave days.
2. Must agree that the additional personal leave day remains subject to existing requirements for use of personal leave.
3. May only make one such exchange per school year.

Vacation, sick and personal leave will be prorated based on the first day of employment when an employee begins working more than 3 months after the beginning of the school year.

## PROFESSIONAL LEAVE

Employees are encouraged to attend in-service meetings and other training sessions to receive continuing education. The immediate supervisor shall establish the criteria needed in order for an employee to be eligible to use this leave.

## BEREAVEMENT LEAVE

1. Five days will be allowed for each occurrence if the immediate family is defined as spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, or grandchild.
2. Three days will be allowed for each occurrence if the immediate family is defined as brother, brother in-law, sister, or sister in-law
3. Two days will be allowed for each occurrence if the immediate family is defined as grandparent.
4. One day will be allowed for each occurrence if the immediate family is defined as aunt or uncle.
5. Staff may use one day of available sick leave for bereavement of other relatives or friends.

## ADOPTION/MATERNITY LEAVE

Each day's absence for maternity or adoption leave shall result in the use of one day of accumulated sick leave. If accumulated sick leave is not available, unpaid leave is available under the Family Medical Leave Act. Under this act, staff must apply, in writing, according to the procedures outlined in the law.

## LEGAL AND CIVIC DUTY LEAVE

Employees summoned for jury duty are granted paid leave for that period of time. However, any money received for jury duty other than for personal expenses such as "travel" must be reported to and verified in the business office. Any compensation received for serving on jury duty, less personal expenses will be deducted from the regular paycheck from the district. The following stipulations apply:

1. The employee must not be a litigant in court action or proceeding.
2. The employee must present to the Business Office the actual notice to appear for jury duty.
3. The employee must be scheduled to work on the day of court.

## BOARD OF EDUCATION POLICIES

A complete set of board policies is in effect which serves to provide direction in the overall operation of the schools. All staff are advised to become familiar with, understand and adhere to board policy. Copies of board policies are available on our website [www.elmcreekschools.org](http://www.elmcreekschools.org).

## RECORDS AND REPORTS

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

## ACCIDENTS TO EMPLOYEES

Should you be injured while on duty the accident should be reported to your supervisor within 24 hours. Report of Injury forms must be completed as soon as possible and submitted to the Superintendent's Office.

## ALCOHOL AND DRUG-FREE WORKPLACE

### **(Board of Ed. Policy #4002)**

#### SCOPE AND POLICY

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a

conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

## SMOKING

Pursuant with Board of Education Policy #3016, Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

## DISCRIMINATION GRIEVANCE PROCEDURE

Complaints of alleged discrimination of race, age, creed, national origin, sex, or disability are to be directed to the Superintendent Office.

Any public school employee of the School District of Elm Creek who alleges discrimination on the part of the school district, Board of Education, administrator, or staff may follow the procedures outlined in resolving the alleged complaint or grievance. Refer to the grievance procedure for discrimination, Board of Education Policy #2006 and/or 4001.

## SEXUAL HARASSMENT

It shall be the policy of the Elm Creek Public Schools to provide an environment free of sexual harassment of employees, applicants for employment, and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If prescribed acts as are set forth in this policy occur on such premises, the superintendent or his/her designee shall undertake immediate and appropriate action, within the bounds of the law, to punish as appropriate any violations of this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

As used in this policy, the word "employee" shall mean any person who is an employee, or any former employee who alleges to have quit, to have been fired, or to have been constructively terminated as a result of sexual harassment as that term is defined in this policy or by other applicable law.

As used in this policy, the word "student" shall mean any resident student of the district, any student being served by contract with another educational agency, or any other person of school-age attending the district for educational reasons.

The following acts are specifically prohibited by this policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which is demanded by an employee of the District against any other person as a term of condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to, or rejection of which by any employee is used as the basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal or the conferring of job responsibility.
3. Conduct by any employee or employees of the same or opposite sex, which has as its purpose unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.
4. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to or rejection of which by any employee of the District is used as a basis for any education decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor.
5. Conduct by an employee or employees directed against a student of the same or opposite sex which has an effect of interfering with the academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.
6. Conduct by a student or any other person over whom the school district has control with such conduct being directed against a student of the same or opposite sex and which conduct has an effect of interfering of academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.

It shall be the policy of the District to receive information from any person concerning allegations of conduct prohibited by this policy on a form which shall be distributed to all employees of the District at the commencement of their employment or as soon thereafter as is reasonable or within a reasonable time following the operative date of this policy, whichever date is applicable.

The availability of the form shall be made known to all students in grades Pre-Kindergarten through Twelfth. Information pertaining to the availability of such complaint forms shall be made known to the parents of all other students in a reasonable manner. An adequate number of copies of the complaint shall be maintained within the

superintendent's control and shall be available to any person protected by this policy. Upon receipt of any complaint upon the form prescribed by this policy, the superintendent shall be informed of the allegation within 24 hours of the said report. At all times, the information that is given, and any report thereof must and will be kept confidential between the parties. At this point, the superintendent and his/her designee shall confer with the person or persons against whom the complaint has been lodged and shall give such person or persons a fair opportunity to present his or her version of the facts involved in the complaint, as well as to be informed of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or refuting witnesses, as well as any statements or allegations made by any such witnesses which are known to the superintendent or his/her designee.

Upon the conclusion of such investigation, the superintendent shall take such immediate and appropriate action as is required in his or her discretion within the bounds of the law. Nothing in this policy shall be construed to require the superintendent to take disciplinary action, not within his or her legal authority. In the event action is required, which by law would require Board action, the superintendent shall undertake such proceedings as may be required by law to bring before the Board such a matter of proposed discipline involving the person against whom the complaint was lodged.

The Board by this policy also recognizes a desire to protect its employees against non-employees at the workplace as well as to protect non-employees from employees at the workplace. From time to time as deemed appropriate, the superintendent shall address the subject of sexual harassment with the employees of the District by way of in-service training, selected by the superintendent or his/her designee to make known the contents and application of this policy. While this policy shall not be construed to obligate the District to take actions other than are required by law to prohibit and prevent sexual harassment, it is the spirit of this policy to undertake all reasonable effort to prohibit sexual harassment in the workplace regardless of by whom it is perpetrated and regardless of by whom it is suffered.

Nothing in this policy, not any of the terms and conditions attendant to the complaint or used by the District, not terms or conditions of the consent form used by the complaining party shall be construed to prevent the superintendent or his/her designee from engaging in other action against any person engaging in conduct prohibited by this policy to authorities other than the administration or Board of Education of the District when such action is required or permitted by law. Such actions may be, but are not limited to, providing information to any appropriate prosecuting authority, filing a report concerning any incident

complained of with appropriate agencies, including, but not limited to, the Professional Practices Commission, the Nebraska Department of Education, the U.S. Office of Education, and any appropriate departmental office of civil rights. Notwithstanding the duty placed on the superintendent or his/her designee to accommodate the right of privacy of any complaining party, the superintendent or his/her designee shall be permitted by this policy to make such disclosure to witnesses, agencies, prosecutorial personnel, the Board of Education, and any other person entitled or obligated to be informed of any complaint brought under this policy when any state or federal statute, applicable case law, applicable agency state or federal statute, applicable case law, applicable agency law or any other appropriate body of law mandates such reporting.

It shall further be the policy of the District to strictly prohibit the use of any electronic medium including, but not limited to, the Internet, telephones, electronic mail, fax machines, or any other means of communicating electronically in such a manner as to create a hostile working environment. It shall be contrary to this policy to use any electronic medium for such purposes as, but not limited to, uttering profane messages, uttering sexually explicit or sexually innuendo oriented material, soliciting romantic involvement, uttering obscene or offensive material of a sexual nature in any manner. It shall be the policy of the District that this prohibition shall run as to all interpersonal communications of the District and this prohibition shall run to such persons whether or not prohibited communications as described in this paragraph arise to the legal standard of sexual harassment or not.

Nothing in this policy shall be construed to prevent the superintendent or his/her designee from taking any remedial action as is in the best interest of the District toward the goal of preventing sexual harassment of employees of the District in the workplace (Ref. Board of Ed. Policy #3057).

## OTHER WORK REGULATIONS

A school district must follow certain regulations to maintain a proper and efficient work atmosphere. The following rules should be carefully read and understood by all employees. Violation of these rules may be cause for dismissal.

## DEFINITIONS OF TERMS

1. Probation – a period of no more than three weeks duration during which an employee's work and work attitudes will be reviewed on an intensive basis to assist

the employee to improve and to provide additional information regarding continued employment or termination of employment.

2. Suspension Without Pay – A period of no more than four weeks duration during which an employee is suspended from work without pay or fringe benefits. During a suspension without pay, the employee does not earn any credit toward the accrual of sick leave or other benefits dependent upon the duration of employment.

3. Discharge – Termination of the employment relationship.

## PERSONAL CONDUCT

Consideration for the rights of others requires that each employee act in a respectable and orderly manner. Violence, foul language, fighting, horseplay, and other objectionable or unfavorable conduct will not be tolerated and may be subject to termination.

## COMPUTER USAGE

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

### **I. Staff Expectations in Use of the Internet**

#### **A. Acceptable Use While on Duty or on School Property**

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

#### **B. Unacceptable Use While on Duty or on School Property**

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

## **II. School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

## **III. Enforcement**

### **A. Methods of Enforcement**

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that block or filter Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

- B. **Any violation of school policy and rules may result in that staff member facing:**
1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
  2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
  3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

#### IV. **Off-Duty Personal Use**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

#### PHONE USAGE

Any phone calls/texting should be limited to school business. Staff members should not use the school phone lines for any personal long-distance calls.

#### PROFESSIONAL BOUNDARIES BETWEEN STAFF AND STUDENTS

School district employees and student teachers or interns ("employees") are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

**Sexual Relationships Prohibited.** Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same

meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

**Grooming Prohibited.** Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by email, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.

- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

**Communication Between Employees and Students.** The preferred methods for employees to communicate with students are in person, school email or an app approved by the administration.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

**Reporting a Policy Violation.** Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or [Nde.investigations@nebraska.gov](mailto:Nde.investigations@nebraska.gov).

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports the county sheriff's office at (308) 826-8555, or the Nebraska State Patrol at (308) 385-6000.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

**Retaliation Prohibited.** Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

**Policy Violations.** Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

**Policy Verification.** Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

**No Limits on Reports to NDE.** Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

## HONESTY

Each person is expected to respect the property of the school district and of fellow workers. Theft of even the smallest item, as well as any other act of dishonesty, is strictly prohibited.

## PERSONAL APPEARANCE

Neatness and good taste in an employee's dress contribute greatly to the impression made upon students, fellow employees, and visitors to the school. Wearing apparel should be based on your working conditions. Your supervisor will instruct you as to specific wearing apparel for safety purposes. Employees are expected to maintain their wearing apparel and personal hygiene in a business-like manner.

## EQUIPMENT CARE

You are required to take the best possible care for the equipment with which you work. All employees are requested to cooperate in keeping the premises and equipment as clean and orderly as possible at all times.

## SAFETY

All employees are expected to follow common-sense safety practices, which will protect themselves and others from injury.

## PROHIBITED PRACTICES

The following are examples of unacceptable behavior. There may be additional types of behavior, which cannot be tolerated on the job, or on school premises and will be handled accordingly. Failure to abide by these guidelines may result in disciplinary action or immediate discharge.

1. Distracting employees from their work. This includes loud or prolonged talking and unauthorized soliciting.
2. The unauthorized posting, defacing or removing messages on school premises.
3. Insubordination; refusal to follow policy, rules, or orders.
4. Leaving the place of work during working hours without permission.
5. Abuse, misuse, or deliberate destruction of school property or equipment or the property of other employees in any manner.
6. Violating safety rules or safety practices.
7. Taking more than allocated time for breaks.
8. Working overtime without prior approval.
9. Continually clocking in late or clocking out late.
10. Stopping work or making preparations to leave work before the end of work hours.
11. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the school, or its services.
12. Disorderly conduct or use of abusive language on school premises.
13. Not attending to assigned duties.
14. Immoral conduct.
15. Improper usage of the internet, email, or phone.
16. Chronic absenteeism

## DISCIPLINE

Disciplinary action is based upon the degree or severity of the problem and is intended to correct or improve the performance and/or behavior of an employee. This action may be in the form of an informal talk with the supervisor, a verbal warning, a written warning, suspension, or discharge depending upon the severity of the offense.

The employee's supervisor shall have the authority to issue verbal warnings, written warnings, and reprimands, and to recommend probation, suspension without pay and discharge. The superintendent of schools shall have the authority to place an employee on probation, suspend an employee without pay or discharge an employee. Prior to issuing a written warning, instituting probation, imposing a suspension without pay or discharging the employee, the supervisor or superintendent of schools shall advise the employee of the charges, discuss the misconduct and consider the employee's version of the facts. Following such a conference, the supervisor or superintendent of schools may impose the disciplinary action which, he or she, in his or her sole discretion deems appropriate.

## OTHER TERMS OF EMPLOYMENT

### NON-SCHOOL EMPLOYMENT

Employees are responsible for devoting full-time energy and attention to job duties during hours of employment. Each employee is responsible for arriving at work capable of performing work efficiently and effectively.

### RECEIVING AGENTS OR SALESMEN

No school employee shall visit with or discuss business matters of a personal nature with any representative during the hours the employee is on duty in the school, except by special permission of their immediate supervisor.

### PURCHASING

Any employee who orders any items for the school without express authorization of their immediate supervisor or superintendent may be personally liable for payment of the amounts billed for such items.

## PERSONNEL RECORDS

An individual personnel file shall be maintained for all support staff employees in the administration office. The right of access to one's individual personnel file and the right to attach a written response to any item included in such file, except with respect to any letters of recommendation solicited by the employee which may appear in said file, will be granted to the employee upon request during regular office hours. No other person, except school officials while engaged in their professional duties, shall be granted access to said personnel file nor shall the contents thereof be divulged in any manner to any unauthorized person.

## EVALUATION OF PERFORMANCE

Immediate supervisors and school administrators, in appropriate instances, shall annually evaluate the performance of support staff on the basis of job description requirements and submit recommendations to the superintendent regarding the reemployment of support staff personnel. It shall be the responsibility of the superintendent to assure completion of such recommendations to the Board following appropriate discussion and consideration. Each support staff member will annually receive a notice prior to March 1 of the employment terms for the ensuing year.

## VOLUNTARY TERMINATION

Persons desiring to terminate their employment with Elm Creek Public Schools may have an exit interview with the Superintendent prior to leaving. The request for termination should be in writing and given to the superintendent at least two weeks prior to actual separation from services.

## MILK EXPRESSION

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

## FAMILY MEDICAL LEAVE ACT (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

## CHILD ABUSE

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

## PROTECTION OF PUPIL RIGHTS

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

### 1. Surveys

- a. Surveys Created by a Third Party
  - i. This section applies to every survey:
    1. that is created by a person or entity other than a district staff member or student;
    2. regardless of whether the student answering the questions can be identified; and
    3. regardless of the subject matter of the questions
  - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
  - i. Sensitive information shall include:
    1. Political affiliations or beliefs of the student or the student's parent(s);
    2. Mental or psychological problems of the student or the student's family;
    3. Sexual behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent(s); or
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
- ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
  - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
  - iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
  - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
- i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
  - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
  - iii. The principal shall respond to survey inspection requests without delay.

## 2. **Invasive Physical Examinations**

- a. The term "invasive physical examination" means:
  - i. any medical examination that involves the exposure of private body parts; or
  - ii. any act during such examination that includes incision, insertion, or injection into the body; and
  - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
  - i. required as a condition of attendance;
  - ii. administered by the school and scheduled by the school in advance; and
  - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:

- i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.)
- iii. is otherwise authorized by Board policy.

### **3. Collection of Personal Information from Students for Marketing**

- a. The term “personal information” means individually identifiable information including:
  - i. student’s and parent(s)’ first and last name;
  - ii. home or other physical address;
  - iii. telephone number; and/or
  - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
  - i. post-secondary education recruitment;
  - ii. military recruitment;
  - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
  - iv. student recognition programs.

### **4. Inspection of Instructional Material**

- a. Definition
  - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
  - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

### **5. Notification of Rights and Procedures**

- a. The superintendent shall notify parents of:
  - i. this policy and its availability upon request from the office of the district;
  - ii. how to opt their child out of participation in activities as provided for in this policy;

- iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
  - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

## ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the \_\_\_\_\_ School District Support Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Elm Creek Public Schools Little Buffs Preschool Handbook 2025-2026



Love **BLUE**,  
Live **GOLD!**

In compliance with Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1978; and all other Federal, State, School rules, laws, regulations, and policies, the Buffalo County School District No. 9 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs of activities, which it operates.

Specified complaints of alleged discrimination should be referred to:  
**Title IX Coordinator**

Section 504 Coordinator – Mrs. Doris Anderson

Elm Creek Public Schools  
230 Calkins Street  
P.O. Box #490  
Elm Creek, Nebraska 68836

**Elm Creek “Little Buffs” Preschool  
Parent/Student Handbook: 2025 - 2026 School Year**

**Intent of Handbook:**

This handbook provides information unique to the Little Buffs Preschool and is supplemental to the Elm Creek Elementary Handbook.

**Members of the Board of Education:**

Mrs. Lynette Mitchell	Mrs. Alicia Beavers	Mr. Cole Bordine
Mrs. Hannah Hild	Mr. Jacob Kringle	Mr. Ryan Martin

**Preschool Staff**

Name	Position	Email Address
Mrs. Terah Williams	PK-6 Principal	terah.williams@elmcreekschools.org
Mrs. Jessica Sullivan	Preschool Teacher	jessica.sullivan@elmcreekschools.org
Mrs. Lacey Bouc	Special Education	lacey.bouc@elmcreekschools.org
Mrs. Shawna Strong	Special Education	shawna.strong@elmcreekschools.org
Mrs. Cindy Carlton	Speech Pathologist	cindy.carlton@elmcreekschools.org
Mrs. Doris Anderson	School Psychologist	doris.anderson@elmcreekschools.org

**District Mission Statement:**

The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers and creative thinkers and able to make positive choices about their education, future, and the community.

**Enrollment**

The Little Buffs Preschool is open to children based upon the following criteria: (Students with greatest priority are listed first)

Age Participation and Enrollment Priorities. The program will be available to children of the following ages: **This is updated from PK Policy adopted in May 2025.**

1. District 4 year old students with an IEP
2. District 4 year old students
3. District 3 year old students with an IEP or IFSP
4. Out of District 4 year old students
5. District 3 year old students
6. Out of District 3 year old students
7. District 5 year old students, as long as they do not turn 6 years of age prior to January 1 of that year (afternoon class only)
8. Out of District 5 year old students, as long as they do not turn 6 years of age prior to January 1 of that year (afternoon class only)

# Elm Creek Public Schools

## 2025-2026 School Year Calendar

Open House for Students & Families
PreSchool Start and End Dates
Parent /Teacher Conferences
School Event/No School for Students
No School for Staff & Students
First Day of the Quarter
Veteran's Day Program & Breakfast
Teacher Work & PD Day/No School for Students
Senior Graduation
Last Day for Seniors
JH/HS in Session/No School Elementary Students
Early Dismissal for Students/No School for PK Students/Last Day of the Quarter

**Elementary, Junior High & High School**  
Monday - Friday 8:00am - 3:25pm  
*\*Tardy Bell is 8:00 am*

**Pre School**  
Monday - Thursday AM 7:45am - 11:15am  
Monday - Thursday PM 11:50am - 3:25pm

K-12 Student Days		Teacher Days	
Qtr 1	44.5	Qtr 1	49
Qtr 2	41.5	Qtr 2	45
Sem 1	86	Sem 1	94
Qtr 3	45.5	Qtr 3	50
Qtr 4	34.5	Qtr 4	38
Sem 2	80	Sem 2	88
Total	166	Total	182

Love **BLUE.**  
Live **GOLD.**

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

17 S / 20 T / 10 PK

4th-6th - No School for Students/Teacher Work & PD Day/New Teacher Orientation

8th - Open House for Students & Families

7th - First Day of School for K-12 Students/First Day of Quarter

13th - First Day of School for Pre-K

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

20 S / 21 T / 16 PK

1st - No School for Students & Staff/Labor Day

15th - No School for Students/Teacher Work & PD Day

17th - PT Conferences

24th - PT Conferences

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

19 S / 21 T / 16 PK

10th - Last Day of First Quarter/1:30 Dismissal for Students/No School for PK Students

13th - 2nd Quarter Starts

16th-17th - No School for Students & Staff/Fall Break

20th - No School for Students/Teacher Work & PD Day

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

16 S / 17 T / 13 PK

11th - Veteran's Day Program & Breakfast

17th - No School for Students/Teacher Work & PD Day

26th-28th - No School for Students & Staff/Thanksgiving Break

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

13 S / 15 T / 11 PK

18th - Last Day of 2nd Quarter & 1st Semester/1:30 Dismissal for Students/No School for PK Students

19th - No School for Students/Teacher Work & PD Day

22nd-31st - No School for Students & Staff/Holiday Break

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

18 S / 20 T / 15 PK

1st-2nd - No School for Students & Staff/Holiday Break

5th - No School for Students/Teacher Work & PD Day

6th - 3rd Quarter Starts

16th - No School for Students/Wrestling Invite

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

18 S / 19 T / 15 PK

9th - No School for Students/Teacher Work & PD Day

11th - PT Conferences

18th - PT Conferences

20th - No School for Students & Staff/Break

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

17 S / 19 T / 15 PK

6th - No School for Students & Staff/Break

12th-13th - No School for Students & Staff/Break

17th - Last Day of 3rd Quarter/1:30 Dismissal for Students/No School for PK Students

18th - District Music/No School for all Students

20th - 4th Quarter Starts

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

19 S / 20 T / 16 PK

3rd-6th - No School for Students & Staff/Spring Break

20th - No School for Students/Teacher Work & PD Day

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

7 S / 30 T / 4 PK

1st - EC Track Invite/No School for all Students

6th - Seniors Last Day

7th - Last Day for PK Students

9th - Senior Graduation

13th - Last Day of 4th Qtr/2nd Sem for PK Students/1:30 Dismissal for Students

14th - No School for Students/Teacher Work & PD Day

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

17 S / 19 T / 15 PK

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



\*August 4th - athlete conditioning begins  
\*August 11th - athlete practices begins

**Preschool Format**

Play is critical for children at this age to develop and learn. We will have a 1-hour block of playtime and 30 minutes of outside playtime. Children that are at preschool age are developing social skills and learning academic skills through play. Through social interaction with their peers, they are developing problem-solving skills, they are learning to be empathetic towards others, they are gaining self-confidence, and learning how to be cooperative. As a public program, we are required to “Include exploratory play during a majority of the daily schedule.” And also to “Provide at least one outdoor play period (weather permitting) daily.” We will also have small groups and large group time where we teach academic and social skills.

**Attendance**

Regular attendance is expected of all students on days that school is in session. The School Year Calendar is available on the school website. Preschool will begin one week after the K-12 students begin in August, due to mandatory home visits. The last day of preschool will be communicated to parents, as it will be determined due to the number of hours needed to be in session and the necessity to facilitate the end of the year home visits.

Morning Session	7:45 am - 11:15 am.
Afternoon Session	11:50 am - 3:25 pm

### **Planned Absences**

Parents who know in advance that a student will be absent must call the school (308) 856-4300 or send a written note at the earliest possible date. Parents should make every attempt to schedule medical and other appointments after school hours when possible. Parents should contact the school secretary or the teacher directly if a child is going to be absent from school.

### **Absences due to Illness**

If your child is ill, please call the school as soon as possible. If your child becomes ill at school, the school will contact parents or emergency contacts if parents are unable to answer the call. If your child is running a fever they must stay home. They will need to be fever free for 24 hours before returning to school. Please call the school to notify them that the child will be out of school due to the fever from the previous day.

### **Clothing and Attire**

Students will be going outside every day as long as the weather permits. Therefore good sneakers, or shoes they can move around in easily are best. Students do go outside when it is very cold. The preschool playground is sheltered nicely from the wind. If it is above 10 degrees (wind chill factored in) students will go outside. Make sure that your child is dressed for cold weather. Please send mittens or gloves, hats, and coats when it is cold.

### **Child Custody**

In most cases when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

### **Food Service**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students. Please let us know if your child has any food allergies. Children who attend the morning session will eat first thing in the morning. **The cost of this will be \$2.00.** Children are allowed to bring a breakfast with them, they will still be able to purchase milk if they bring their own breakfast. The afternoon session will eat shortly after arrival. **The cost of this meal is \$3.30.** Children are allowed to bring a lunch with them, they will still be able to purchase milk if they do not eat the school lunch. **Milk can be purchased at \$.50.** Each session will also have a daily snack that will be provided by the school.

### **Birthday/Special Treats**

Birthday/special treats are not allowed to be brought to school unless approved.

### **Notice of Non-Discrimination**

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.*

**Drop-off Procedures**

Morning preschool begins at 7:45 am. Unless arrangements have been made, students should not arrive before 7:45 am. Preschool students should enter through the west side of the Elementary building. The doors will be opened by the preschool teacher or paraprofessional at 7:45 am. There is no supervision of children before this time.

Afternoon preschool begins at 11:50 am. Preschool students should enter through the west side of the Elementary building. The doors will be opened by the preschool teacher or paraprofessional at 11:50 am. There is no supervision of children before this time.

**Dismissal Procedures**

Morning preschool dismisses at 11:15 and afternoon preschool dismisses at 3:25. We will dismiss students at the same south doors that you drop your child off at. If you are running late, please notify the school. Your child may be taken to the office to wait if you are late.

**Website**

The handbook for the school, the school calendars, and lots of other information can be found on the school website <https://sites.google.com/elmcreekschools.org/ecbuffs/district>

**Preschool Payment:**

The fee will be \$960.00 for the 2025-2026 school year. In order to make things as seamless as possible we want you to choose how you will pay. Please fill out a Free/Reduced Meal Application. If you qualify we will notify you and at that time we will change your payment arrangements.

Below are your options:

Tuition	Fee	This is the best plan for our family
<b>Full Year</b> - One payment due by 09/01/2025	\$960	
<b>Semester</b> - Payment due each semester by 9/1/2025 and 1/5/2026	\$480	
<b>Monthly</b> - Payment due by the 15th of <u>each month</u> . September 2025 through April 2026	\$125	
<b>*Reduced Full Year</b> - One payment due by 09/01/2025	\$480	Must Qualify for Reduced Lunches
<b>*Reduced Semester</b> - Payment due each semester by 9/1/2025 and 1/5/2026	\$250	Must Qualify for Reduced Lunches
<b>*Reduced Monthly</b> - Payment due by the 15th of <u>each month</u> . September 2025 through April 2026	\$62.50	Must Qualify for Reduced Lunches
<b>*Free</b>	0	Must Qualify for Free Lunches

\* Fill out the Free and Reduced Lunch form to see if you qualify.

All payment options are due by the 5th of the month. I agree to pay as stated above. If something changes, I will notify the office about payment arrangements or to switch to a different payment plan.

Parent Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_



**RECEIPT OF 2025-2026 PARENT-STUDENT  
LITTLE BUFF PRESCHOOL HANDBOOK**

This signed receipt acknowledges receipt of the 2025-2026 Parent-Student Handbook of Elm Creek Little Buff Preschool. This receipt acknowledges that it is understood that the handbook contains student conduct, discipline rules, and a parent /school compact. The undersigned, as student, agrees to follow such conduct, discipline rules, and a parent /school compact. This receipt also serves to acknowledge that it is understood that the District’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination. The Handbook is located on the school website (elmcreekschools.org) The handbook is available in the school outside of the preschool room. A link will be sent to all parents as well.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING ELM CREEK ELEMENTARY SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Parent or Legal Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: **Preschool School Teacher**

-Please also read the PK-12 district handbook that includes all school items and additional forms.

# ELM CREEK PUBLIC SCHOOLS

Elm Creek, Nebraska



## ELM CREEK

*Est. 1872*

2025-2026

STAFF HANDBOOK

Elm Creek Public Schools  
230 East Calkins Ave  
Elm Creek, NE 68836  
PHONE: 308-856-4300  
FAX: 308-455-6252  
WEBSITE: [www.elmcreekschools.org](http://www.elmcreekschools.org)

## INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

## NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator:

Name: Kim Beran  
 Title: Superintendent  
 Address: 230 East Calkins Ave. Elm Creek, NE 68836  
 Telephone: 308-856-4300  
 E-mail: [kim.beran@elmcreekschools.org](mailto:kim.beran@elmcreekschools.org)

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator:

Name: Brandon Marquez  
 Title: 7-12 Principal/AD  
 Address: 230 East Calkins Ave. Elm Creek, NE 68836  
 Telephone: 308-856-4300  
 E-mail: [brandon.marquez@elmcreekschools.org](mailto:brandon.marquez@elmcreekschools.org)

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator:

Name: Kim Beran  
 Title: Superintendent  
 Address: 230 East Calkins Ave. Elm Creek, NE 68836  
 Telephone: 308-856-4300  
 E-mail: [kim.beran@elmcreekschools.org](mailto:kim.beran@elmcreekschools.org)

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact school personnel.

Name: Kim Beran  
 Title: Superintendent  
 Address: 230 East Calkins Ave. Elm Creek, NE 68836  
 Telephone: 308-856-4300  
 E-mail: [kim.beran@elmcreekschools.org](mailto:kim.beran@elmcreekschools.org)

Students may report discrimination or harassment to any staff member who will then forward it on to the

appropriate coordinator or administrator. The

staff members will follow school district policies to respond to the report.

The Pregnant Workers Fairness Act (PWFA) -requires covered employers to provide reasonable accommodations to qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

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

## DRUG-FREE WORKPLACE REQUIREMENTS (4002)

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

## POLICIES AND PROCEDURES REGARDING ALL STAFF

### Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

### Activity Accounts and Fundraising

Activity accounts are handled through the administration. No student or sponsor may make any purchase without a signed purchase order from the building principal or superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The administration is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

### Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

### **Announcements and Circulars**

No announcements shall be made before any school group without authorization of the principal or superintendent. Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

### **Board Policies, Rules, and Directives**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook and Staff Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

### **Child Abuse**

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to “coordinator” in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

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

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
  - 1) All relevant details of the complaint;
  - 2) All witnesses and documents which the complainant believes support the complaint;
  - 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

- a) The appeal must be in writing.
- b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
- c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
- d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent’s decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent’s decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
- b) Determine whether the complainant has discussed the matter with the superintendent.
  - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
  - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

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

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

### **Computers and the Internet: Acceptable Use by Staff**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

### **Conflict of Interest**

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

### **Contact Information**

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

### **Copyright and Fair Use**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Corporal Punishment**

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

### **Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

### **Disability Leave (Short-Term)**

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

## **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the Section 504 Coordinator: Doris Anderson at (308)856-4300, [doris.anderson@elmcreekschools.org](mailto:doris.anderson@elmcreekschools.org), or in person at the school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Brandon Marquez at (308) 856-4300, [brandon.marquez@elmcreekschools.org](mailto:brandon.marquez@elmcreekschools.org). 230 East Calkins Ave., Elm Creek, NE 68836 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal(s) at (308)856-4300 (phone number), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## **Driving (both school and personal vehicles)**

Staff members who drive school vehicles must have a valid driver's license. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible to report, document, and see through any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

## **Dress Code**

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

## **Drug and Alcohol Testing**

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

## **Electronic Communication While Driving**

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or

making telephone calls not related to the transportation and reading or responding to emails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

### **Expenses**

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit card reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

### **Family and Medical Leave (FMLA-4011)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

### **Grievance Procedure (4013)**

**Definition of Grievance.** A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

**Procedural Steps.** The procedure for handling grievances is as set forth below.

**Step 1 - Oral Notice to Principal.** The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

**Step 2 - Written Grievance to the Principal.** If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

**Step 3 - Written Appeal to the Superintendent of Schools.** If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

**Step 4 - Appeal to the Board of Education.** If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) days in open or

closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

**Written Presentation.** All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

**Grievance Meetings or Hearings.** All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

**Association Representation.** A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

**Reprisals.** No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

**Withdrawal of a Grievance.** A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

**Advanced Step Filing.** A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

**Time Limitations.** Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step. When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

**Requirement to Grieve.** This grievance procedure is not discretionary and cannot be waived except through the express written consent of the board. No administrator or board member, individually, has the authority to waive the requirements of this procedure. Any grievance covered by this procedure but not raised pursuant to the requirements herein, including any grievance abandoned, will be forfeited.

**Bad Faith or Serial Filings.** The purpose of the grievance procedure is to resolve complaints and grievances regarding covered matters at the lowest level possible within the chain of command. Grievances filed without any intention to attempt to resolve the issues raised; for the purpose of adding administrative burden; or for purposes inconsistent with the professional obligations of district staff members may be dismissed by the superintendent without providing final resolution other than noting the dismissal on a basis in this section.

### **In-School Communication**

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school email accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school email account or a personal account.

### **Intellectual Property**

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

### **Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

### **Keys**

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

### **Locker Room Supervision - Policy (4062)**

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.
- 

If a student is found missing during an activity, the staff member, coach, sponsor or adult designee shall check the locker room for the missing student. The locker room must be locked at all times when unsupervised. Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day. Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

### **Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the building principal.

### **Meals Program**

Staff may take advantage of meals offered through the district’s foods program. Staff may purchase lunches from the school cafeteria for \$4.00 per day . The lunch price includes one carton of milk. Extra cartons cost \$0.50. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

### **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

### **Milk Expression**

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

### **News and Press Releases**

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

### **Newsletters**

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

### **Obligations Related to American Civics Instruction**

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

### **Outside Employment**

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

### **Political Activities**

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

### **Pregnant or Parenting Students**

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

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

### **Professional Boundaries Between Staff and Students (4043)**

School district employees and student teachers or interns ("employees") are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

**Sexual Relationships Prohibited.** Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

**Grooming Prohibited.** Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by email, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

**Communication Between Employees and Students.** The preferred methods for employees to communicate with students are in person, school email or an app approved by the administration.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

Reporting a Policy Violation. Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or [Nde.investigations@nebraska.gov](mailto:Nde.investigations@nebraska.gov).

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports the county sheriff's office at (308) 826-8555, or the Nebraska State Patrol at (308) 385-6000.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

**Retaliation Prohibited.** Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

**Policy Violations.** Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

Policy Verification. Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

No Limits on Reports to NDE. Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

### **Professional Ethics (4023)**

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certificated employees are responsible for reading, understanding, and complying with these standards.

### **Professional Growth**

All employees must complete the profession growth form and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Professional growth forms are found in the workroom and are due by May 1 of each school year.

### **Purchasing**

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

### **Records and Reports**

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

### **Recordings of Students and Classrooms**

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

### **School Calendar**

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

## **School Property**

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

## **School Vehicle Use**

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

## **Security**

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

## **Smoking on School Premises or at School Activities**

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

## **Sniffer (Drug) Dogs**

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

## **Protocol for Use of Sniffer Dogs**

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine providers will confer regarding the specific plan of areas to be inspected. The plan

may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.

4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

## **NOTICE TO STUDENTS AND STAFF**

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

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

## **Social Media Usage by Staff**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

## **Solicitation and Distribution of Merchandise**

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by administration.

## Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

## Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

## Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

## Threat Assessment and Response

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

### 1. Definitions

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

### 2. Obligation to Report Threatening Statements or Behaviors.

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

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

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

### **3. Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent of schools, the building principals, guidance counselors, information technology staff and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student, nor their student's family members are part of the threat assessment team.

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

### **4. Threat Assessment Investigation and Response**

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

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

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

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

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

## **5. Communication with the Public about Reported Threats**

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

## **6. Coordination with the Crisis Team After Resolution of Threat**

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

### **Ticket Taking**

**All staff will be expected to take tickets at one time or another at home events.** Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event(s) they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

### **Transportation Request Forms**

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

### **Visitors**

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

### **Wage and Salary Payments**

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized

voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

### **Weather-Related Closings**

If school is called off because of bad weather or for any other reason, it will be announced on local radio and television stations as well as through our all call system.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

### **Workplace Searches**

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

## **POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

### **Absences**

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave:

### 1. Leave Policies

10 days of personal leave will be granted with no reason given. To use a personal day you have to give 5 days notice and it is contingent on having sub coverage. If a staff member needs to use their PTO for sick leave it will be granted with no prior notice. Unused personal leave days shall be carried over to the following year as sick days until a staff member's sick bank reaches the maximum total of 50 days. No more than 2 personal leave days may be taken on consecutive school days and personal days cannot be used to extend a holiday such as Memorial Day, Labor Day, Thanksgiving, or Christmas; exceptions can be made by the superintendent in cases of emergency or extenuating circumstances. At the end of each academic year a staff member may option to trade two personal leave days for pay at a rate of \$250 per day. Payment will be included in the June paycheck. The ten personal days granted at the beginning of each contract year must be used completely before sick days can be used from a staff member's sick bank. Part time employees shall have their PTO days prorated to match their assigned FTE.

#### **Additionally, the following sections will be added:**

Sick Bank Leave - may be taken after all PTO leave is used. It is intended for the use of illness for oneself or immediate family members. Immediate family members include wife, husband, son or daughter, mother, father, and anyone of legal guardianship.

#### **Sick Leave Donation:**

A teacher may donate a maximum of two days to a staff member in need to be used for sick leave. These days may be taken from their current PTO days or from their sick bank.

A teacher may receive a maximum of 10 sick days to use only when the receiving staff member has used all of their own earned sick days and PTO days.

Donation by teachers is voluntary and on an as-needed basis.

### 2. Professional Leave

Each teacher may be granted two (2) days of professional leave each school year without loss of pay to attend workshops, in-service, visiting another school, etc. Visiting other schools could be an assignment within a college course for advancement on the salary schedule. It requires pre-arranged approval by the principal and/or superintendent.

### 3. Bereavement Leave

Teachers will be provided leave with pay to attend and/or make preparations for the funeral of a member of the immediate family.

1. Five (5) days will be allowed for each occurrence if the immediate family is defined as spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in law, or grandchild:
2. Certified staff members will be allowed to use ten (10) available sick days in the case of the death of an immediate family member. Immediate family members would be defined as: wife, husband, daughter or son.
3. Three (3) days will be allowed for each occurrence if the immediate family is defined as brother, brother-in-law, sister or sister-in-law.
4. Two (2) days will be allowed for each occurrence if the immediate family is defined as grandparent.
5. One (1) day will be allowed for each occurrence if the immediate family is defined as aunt or uncle.
6. Teachers will be allowed to use one (1) day of available sick leave per occurrence to attend the funeral of

other relatives and friends. Teachers will be allowed one (1) additional day to attend the funeral of relatives if the teacher reimburses the district an amount equal to the cost of a substitute.

#### **4. Maternity Leave**

Maternity leave shall comply with existing State and Federal laws. Maternity leave shall be leave without pay except as existing laws provide.

#### **5. Substitute Folders**

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

#### **Assemblies**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

#### **Assignment of Teachers**

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

#### **Certificates, Teacher Contracts, Salary Information**

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number;
- b. ~~retirement number;~~
- c. withholding form W-4 and W-4N;
- d. ~~authorization to withhold for insurance benefits.~~
- e. one source background check form;
- f. I-9 form along with required documentation referred to in the I-9 form; and,
- g. any and all other necessary forms required by state and federal law.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

## **Cheating**

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

## **Check-out Forms**

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

## **Class Record Books**

A class record book (powerschool) is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

## **Classroom Management and Student Discipline**

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

## **Classroom Sanitation**

### **1. Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

### **2. Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school office or building principal. Certified staff should report to the school office or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

## **Coaching Supplies**

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

## **Collection of Student Money**

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Elm Creek Public Schools unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

## **Community Involvement**

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

## **Display of Classroom Work in the School and the Community**

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student

work or they may use it during a night activity.

### **Duties of Certified Staff**

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in MTSS process pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

### **Eligibility Grades 7-12**

Eligibility is checked every week, usually on Wednesday at 12:00 PM, beginning the start of the third week of each term. If a student is passing all enrolled courses, s/he is eligible, academically, to participate. If a student is failing any (1 or more) class(es), they will be placed on a warning list for the first week that a grade is failing. Names will remain on the list from one week to the next week. If a student is failing the same class for a second consecutive week, they will be deemed ineligible. If a student is ineligible, they may become eligible to participate by coming in before school or after school to do the work necessary to earn a passing grade. Once all grades are passing, a student will be eligible to participate immediately. Students will be required to attend essential time while grades are failing.

Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as homecoming or prom). Activity practice is permitted, however, teachers or coaches/sponsors may require students to stay after school to complete missing work. Practice is secondary to completing necessary course work.

- 1. Eligibility requirements shall not apply to:**
- 2. (A) Instructional field trips, which are a part of the scheduled course learning experience;**
- 3. (B) Activities or events, which are a part of the students' grade requirements.**

## **Extracurricular Activities**

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

## **Evacuations**

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

### **1. Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all the lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
  - 1) hold up a Green Card (all students accounted for)
  - 2) hold up a Red Card (missing student (s) listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

## 2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

## 3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

## Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Here is the link to the evaluation tool used in the district.

[Copy of TEACHER-EVALUATION-ELM CREEK MASTER COPY .docx](#)

## Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

## Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity.

## Grading Policy

Students will receive letter grades for their academic core classes.

**The middle and high school grading system is as follows:**

A+	4.0	97-100%
A	4.0	93-96.9%
A-	4.0	90-92.9%
B+	3.67	87-89.9%
B	3.33	83-86.9%
B-	3.0	80-82.9%
C+	2.67	77-79.9%

C	2.33	73-76.9%
C-	2.0	70-72.9%
D+	1.67	67-69.9%
D	1.33	63-66.9%
D-	1.0	60-62.9%
F	0.0	0-59.9%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

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

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with an incomplete will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

**The grading system of Elm Creek Elementary Public Schools shall be as follows:**

A+	4.0	97-100%
A	4.0	93-96.9%
A-	4.0	90-92.9%
B+	3.67	87-89.9%
B	3.33	83-86.9%
B-	3.0	80-82.9%
C+	2.67	77-79.9%
C	2.33	73-76.9%
C-	2.0	70-72.9%
D+	1.67	67-69.9%
D	1.33	63-66.9%
D-	1.0	60-62.9%
F	0.0	0-59.9%
I	Incomplete	

Grading periods of approximately nine (9) weeks shall be used four (4) times per year. Achievement marks shall be given on a numerical basis for all grades 3-12, with the marks of 69 or lower considered a failure. A special grading report for the K-2, on a different basis, shall be used.

The grading and conversion scale are as follows:

Grades K-2 and specials classes may use the following scale to show student progress:

+	Commendable
S	Satisfactory
N	Needs Improvement
W	Working on level of ability
/	Still not Introduced

### **Guest Lecturers**

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

### **Hall Duty**

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

### **Homework Policy**

Homework is designed to offer independent practice opportunities, increase background information on topics, and compliment classroom experiences. At ECPS, work will be sent home periodically to practice a skill, allow students to review essential learnings, and challenge students to prepare for upcoming assessments. Practice that is sent home for kids to complete will be reviewed together the following class period to check for understanding and provide direct feedback to students.

Homework, although a useful tool for learning, should not have a significant impact on a student's academic grade because it is practice. This practice will be aimed at increasing the student's capacity to meet a standard or learning objective. Additionally, it is not possible to verify that the student who is assigned the homework completed the homework on his/her own.

Work at home does promote responsibility, self-discipline and lifelong learning habits. Elm Creek Public Schools recognizes the importance of developing these skills and will periodically assign relevant and meaningful homework assignments designed to reinforce classroom-learning objectives.

#### **Homework assignments**

- reinforce skills and concepts addressed in classroom instruction
- extend assignments to transfer new skills or concepts to new situations
- provide opportunities for creative activities that integrate a variety of skills
- demonstrate additional evidence of student understanding

#### **Time**

Actual time required to complete assignments will vary with students' study habits, academic skills, and selected course loads. If a parent believes their child is spending an excessive amount of time completing their homework, they should contact their child's teacher

## Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

## Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must include the agenda, **identify major instructional objectives and activities, and general direction that might be followed by anyone who might be called upon to teach the classes.**

## Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

## Paraeducators

Paraeducators may provide valuable assistance in the educational process. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days.

## Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

## Parking

Staff members will park south of the elementary school and north of the secondary building.

## Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

## Planning Time

Each classroom teacher is provided with time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

## PowerSchool and PowerGrade

All teachers will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

Classroom teachers are not permitted to install PowerGrade on their home computer.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact the school secretary.

## Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

## Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
  - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
  - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.

- c) Each classroom teacher is responsible for distribution of class cards on time.
- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

### **Rights of Certified and Probationary Teachers**

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

### **School Day**

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 4:00 p.m., Monday through Friday. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:45 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

### **Sponsors**

Certified staff members are assigned by the building principal or superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

### **Student Activities**

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

### **Student Aides**

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

## **Student Attendance**

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

## **Student Attire**

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

## **Student Illness**

In the event of student illness or injury, classroom teachers should notify the office staff, building principal, or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

## **Student Medication**

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school Med-Aides may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

## **Student Searches**

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in

possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

### **Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period.

### **Teaching Controversial Issues**

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

### **Textbooks**

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

## **Asbestos Management Plan for Elm Creek Public Schools**

### **1. Introduction**

Elm Creek Public Schools conducted a three-year asbestos re-inspection on August 6, 2024, as mandated by the United States Environmental Protection Agency (EPA) under the Asbestos Hazard Emergency Response Act (AHERA). The inspection was performed by Mr. Rod Schall of B2 Environmental, Inc. (B2E), who is an accredited asbestos inspector and management planner. This document outlines the findings, recommendations, and the proposed management plan for asbestos-containing materials (ACM) at the school.

### **2. Inspection Summary**

#### Inspector Details:

- Inspector Name: Rod Schall
- Accreditation Numbers: NE I-1190, NE MP-9
- Inspection Date: August 6, 2024
- Next Scheduled Re-inspection: August 6, 2027

#### Homogeneous Areas Inspected:

- Several homogeneous areas were inspected, including floor tiles, ceiling tiles, baseboards, drywall with joint compound, and sink insulation. All materials were found in good condition with potential for damage.

### **3. Recommendations and Compliance Procedures**

Based on the inspection, the following recommendations have been made:

- Repair or Remove Damaged ACM:
  - If any damage is detected, repair or remove the material following the guidelines outlined in the Operations and Maintenance section of the Management Plan.
- Regular Surveillance and Maintenance:
  - Maintain ACM in its current condition and monitor for any changes through periodic surveillance as required by 40 C.F.R. 763.94.
- Warning Labels:
  - Display proper warning labels in areas where ACM is present, in compliance with 40 C.F.R. 763.95.
- Sampling and Testing:
  - Consider sampling assumed materials to confirm the presence of asbestos.
- Annual Notifications:
  - Continue the annual notification to staff, students, and parents/guardians regarding the presence of ACM as required by 40 C.F.R. 763.93.
- Asbestos Training:
  - Continue to provide asbestos training to all employees in accordance with 40 C.F.R. 763.92.

#### **4. Areas of Concern and Action Plan**

##### Auditorium & Locker Rooms (12"x12" Gray VFT with Mastic):

- Condition: Good
- Action: Continue inspections and repair as necessary.

##### Throughout Structure (2'x2' Ceiling Tiles with Pinholes and Fissures):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

##### Throughout Structure (Light Gray Baseboard with Adhesive):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

##### Kitchen (2'x2' Smooth Ceiling Tiles):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

##### Throughout Structure (Drywall with Joint Compound):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

##### Band Room (Black Baseboard with Adhesive):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

##### Main Offices, Rooms 811, 818, 820 (Yellow VSF with Mastic):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

##### Throughout Structure (Gray Sink Insulation):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

##### - Classrooms 800, 829, 836 (Beige with Blue Specks VSF with Mastic):

- \*\*Condition: Good
- \*\*Action: Maintain condition, follow the Management Plan, and continue inspections.

#### **5. Abatement Activities**

No abatement activities have been conducted since the last three-year re-inspection.

#### **6. Documentation and Record Keeping**

- Management Plan: All documentation, including this report, should be kept on file and updated as needed.
- Training Records: Maintain records of all training provided to staff in handling ACM.
- Notification Records: Keep copies of all notifications sent to staff, students, and parents/guardians.

**7. Conclusion**

The asbestos management plan for Elm Creek Public Schools emphasizes the importance of ongoing monitoring, regular maintenance, and adherence to AHERA regulations. By following the outlined recommendations, the school can ensure a safe environment for all students and staff.

## STAFF DIRECTORY

### District Administration and Board of Education

<u>Name</u>	<u>Title</u>
Kim Beran	Superintendent
Lynette Mitchell	President
Jacob Kringle	Member
Alicia Beavers	Vice President
Hannah Hild	Treasurer
Ryan Martin	Member
Cole Brodine	Secretary

### Building Administration

<u>Name</u>	<u>Position</u>
Brandon Marquez	7-12 Principal and Activities Director
Terah Williams	PK-6 Principal and Transportation Director
Rick Bauer	Technology Coordinator
Doris Anderson	School Psychologist
Jennifer Kotschwar-Anderson	School Counselor
Linda Johns	Administrative Assistant/Bookkeeper
Jillian Kottich	Administrative Assistant/Registrar
Morgan Schnacker	Administrative Assistant/School Lunches
Cindy Stone	Transportation/Records Specialist/Administrative Assistant
Darci Culbertson	Food Services Director

### K-6 Teaching Staff

<u>Name</u>	<u>Grade Level</u>
Heather Tool	Kindergarten
Brooke Bottorf	Kindergarten
Taylor Miller	First Grade
Miakayla Almanza	Second Grade
Elizabeth Rodgers	Second Grade
Shaina McIntosh	Third Grade
Jennifer Schopke	Third Grade
Cadee Lagler	Fourth Grade
Faith Becker	Fourth Grade
Cassi McNeil	Fifth Grade
Katie Holland	Fourth, Fifth, and Sixth Grade
Kenneth Weber	Sixth Grade and Secondary Teacher
Rick Bauer	Technology
Barb Keep	Library
Linda Killion	P.E.
Amber Reiter	Vocal/Instrumental Music
Hillary Schlecht	Art
Doris Anderson	School Psychologist
Cindy Carlton	Speech-Language Pathologist
Jennifer Kotschwar-Anderson	Counselor
Lacey Bouc	Special Education

**7-12 Teaching Staff**

<b>Name</b>	<b>Subject Area</b>
Doris Anderson	School Psychologist
Danie Brandl	FFA
Rick Bauer	Technology
Cindy Carlton	Speech Language Pathologist
Tanner Cavenee	Social Science/P.E./Asst A.D.
Micki Fries	Science
Jordan High	Social Science
Coleen Hodges	English
Cassie Lechman	English
Barb Keep	Business
Linda Killion	P.E.
Shawna Strong	Special Education
Anna Foster	Foreign Language/English
Amber Reiter	Vocal/Instrumental Music
Jennifer Kotschwar-Anderson	Counselor
Hillary Schlecht	Art
Blake Schwarz	Industrial Technology
Colton Spertl	Art
Cathy Stankovic	Science
Kris Tool	Math
Tyler Ehresman	Math

**Paraprofessionals**

Darcie Labs  
Amanda Tattershall  
Addison Perez  
Mike Shoff  
Abbie Klimek  
Becca Putnam  
Emily Hendren  
Angie Robinson

**Bus Drivers**

Ryan Hellreigel  
Rick Bauer  
Calvin Moore  
Deb Reichert  
Cindy Stone

**Custodial Staff**

John Clark  
Clint Carr  
Laurie Myers

**Cafeteria Staff**

Darci Culbertson

Ashley Devroy

**Staff Internet and Computer Use Policy (4012)**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

**I. Staff Expectations in Use of the Internet****A. Acceptable Use While on Duty or on School Property**

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

**B. Unacceptable Use While on Duty or on School Property**

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

**II. School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

### III. **Enforcement**

#### A. **Methods of Enforcement**

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that block or filter Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

#### B. **Any violation of school policy and rules may result in that staff member facing:**

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

### IV. **Off-Duty Personal Use**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.



# Elm Creek Public Schools

## 2025-2026 School Year Calendar

Open House for Students & Families
PreSchool Start and End Dates
Parent/Teacher Conferences
School Event/No School for Students
No School for Staff & Students
First Day of the Quarter
Veteran's Day Program & Breakfast
Teacher Work & PD Day/No School for Students
Senior Graduation
Last Day for Seniors
JH/HS in Session/No School Elementary Students
Early Dismissal for Students/No School for PK Students/Last Day of the Quarter

Elementary, Junior High & High School	
Monday - Friday 8:00am - 3:25pm	
*Tardy Bell is 8:00 am	

Pre School	
Monday - Thursday AM 7:45am - 11:15am	
Monday - Thursday PM 11:50am - 3:25pm	

Love **BLUE.**      Live  
**GOLD.**

K-12 Student Days		Teacher Days		
Qtr 1	44.5	Qtr 1	49	
Qtr 2	41.5	Qtr 2	45	1 comp day
Sem 1	86	Sem 1	94	
Qtr 3	45.5	Qtr 3	50	1 comp day
Qtr 4	34.5	Qtr 4	38	
Sem 2	80	Sem 2	88	
Total	166	Total	182	184

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

17 S / 20 T / 13 PK

- 4th-6th - No School for Students/Teacher Work & PD Day/New Teacher Orientation
- 6th - Open House for Students & Families
- 7th - First Day of School for K-12 Students/First Day of Quarter
- 13th - First Day of School for Pre-K

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

20 S / 21 T / 16 PK

- 1st - No School for Students & Staff/Labor Day
- 15th - No School for Students/Teacher Work & PD Day
- 17th - PT Conferences
- 24th - PT Conferences

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

19 S / 21 T / 16 PK

- 10th - Last Day of First Quarter/1:30 Dismissal for Students/No School for PK Students
- 13th - 2nd Quarter Starts
- 16th-17th - No School for Students & Staff/Fall Break
- 20th - No School for Students/Teacher Work & PD Day

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

16 S / 17 T / 13 PK

- 11th - Veteran's Day Program & Breakfast
- 17th - No School for Students/Teacher Work & PD Day
- 26th-28th - No School for Students & Staff/Thanksgiving Break

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

13 S / 15 T / 13 PK

- 18th - Last Day of 2nd Quarter & 3rd Semester/1:30 Dismissal for Students/No School for PK Students
- 19th - No School for Students/Teacher Work & PD Day
- 22nd-31st - No School for Students & Staff/Holiday Break

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

16 S / 20 T / 15 PK

- 1st-2nd - No School for Students & Staff/Holiday Break
- 5th - No School for Students/Teacher Work & PD Day
- 6th - 3rd Quarter Starts
- 16th - No School for Students/Wrestling Invite

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

18 S / 19 T / 15 PK

- 9th - No School for Students/Teacher Work & PD Day
- 11th - PT Conferences
- 18th - PT Conferences
- 20th - No School for Students & Staff/Break

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

17 S / 19 T / 15 PK

- 6th - No School for Students & Staff/Break
- 12th-13th - No School for Students & Staff/Break
- 17th - Last Day of 3rd Quarter/1:30 Dismissal for Students/No School for PK Students
- 18th - District Music/No School for all Students
- 20th - 4th Quarter Starts

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

19 S / 20 T / 16 PK

- 3rd-6th - No School for Students & Staff/Spring Break
- 20th - No School for Students/Teacher Work & PD Day

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

7 S / 10 T / 4 PK

- 1st - EC Track Invite/No School for all Students
- 6th - Seniors Last Day
- 7th - Last Day for PK Students
- 10th - Senior Graduation
- 13th - Last Day of 4th Qtr/2nd Sem for June-11:30 Dismissal for Students
- 14th - No School for Students/Teacher Work & PD Day

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

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



**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the \_\_\_\_\_ School District Staff Handbook which includes the district’s drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ELM CREEK PUBLIC SCHOOLS

Educate all students based on high educational standards, support a safe environment that welcomes diversity and mutual respect among adults and students, prepare all students, in cooperation with staff, family and community, to be well-rounded contributing members of society.

# ELM CREEK PUBLIC SCHOOLS

Elm Creek, Nebraska



**ELM CREEK**

*Est. 1872*

2025-2026

STUDENT - PARENT HANDBOOK

Elm Creek Public Schools  
230 East Calkins Ave  
Elm Creek, NE 68836  
PHONE: 308-856-4300  
FAX: 308-455-6252  
WEBSITE: [www.elmcreekschools.org](http://www.elmcreekschools.org)

## WELCOME

Dear Students and Parents/Guardians,

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

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

**There are several forms at the end of this handbook that you must read, sign, and return no later than Friday, August 15, 2025.**

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

Sincerely,

Terah Williams  
PK-6 Principal

Brandon Marquez  
7-12 Principal and Activities Director

# **Intent of Handbook**

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

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

## **Notice of Nondiscrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator:

Name: Kim Beran  
Title: Superintendent  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: kim.beran@elmcreekschools.org

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator:

Name: Brandon Marquez  
Title: 7-12 Principal/AD  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: brandon.marquez@elmcreekschools.org

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator:

Name: Kim Beran  
Title: Superintendent  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: kim.beran@elmcreekschools.org

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact school personnel.

Name: Kim Beran  
Title: Superintendent  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: kim.beran@elmcreekschools.org

Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff members will follow school district policies to respond to the report.

The Pregnant Workers Fairness Act (PWFA) -requires covered employers to provide reasonable accommodations to qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

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



# Elm Creek Public Schools

## 2025-2026 School Year Calendar

Open House for Students & Families
PreSchool Start and End Dates
Parent /Teacher Conferences
School Event/No School for Students
No School for Staff & Students
First Day of the Quarter
Veteran's Day Program & Breakfast
Teacher Work & PD Day/No School for Students
Senior Graduation
Last Day for Seniors
JHHS in Session/No School Elementary Students
Early Dismissal for Students/No School for PK Students/Last Day of the Quarter

Elementary, Junior High & High School	
Monday - Friday 8:00am - 3:25pm	
*Tardy Bell is 8:00 am	

Pre School	
Monday - Thursday AM 7:45am - 11:15am	
Monday - Thursday PM 11:50am - 3:25pm	

Love BLUE.      Live  
GOLD.

K-12 Student Days		Teacher Days		
Qtr 1	44.5	Qtr 1	49	
Qtr 2	41.5	Qtr 2	45	1 comp day
Sem 1	86	Sem 1	94	
Qtr 3	45.5	Qtr 3	50	1 comp day
Qtr 4	34.5	Qtr 4	38	
Sem 2	80	Sem 2	88	
Total	166	Total	182	184

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

17 S / 20 T / 10 PK

- 4th-6th - No School for Students/Teacher Work & PD Day/New Teacher Orientation
- 8th - Open House for Students & Families
- 7th - First Day of School for K-12 Students/First Day of Quarter
- 12th - First Day of School for Pre-K

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

20 S / 21 T / 16 PK

- 1st - No School for Students & Staff/Labor Day
- 15th - No School for Students/Teacher Work & PD Day
- 17th - PT Conferences
- 24th - PT Conferences

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

19 S / 21 T / 16 PK

- 10th - Last Day of First Quarter/1.30 Dismissal for Students/No School for PK Students
- 13th - 2nd Quarter Starts
- 16th-17th - No School for Students & Staff/Fall Break
- 20th - No School for Students/Teacher Work & PD Day

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

16 S / 17 T / 13 PK

- 11th - Veteran's Day Program & Breakfast
- 17th - No School for Students/Teacher Work & PD Day
- 26th-28th - No School for Students & Staff/Thanksgiving Break

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

13 S / 15 T / 11 PK

- 18th - Last Day of 2nd Quarter & 1st Semester/1.30 Dismissal for Students/No School for PK Students
- 19th - No School for Students/Teacher Work & PD Day
- 22nd-31st - No School for Students & Staff/Holiday Break

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

16 S / 20 T / 15 PK

- 1st-2nd - No School for Students & Staff/Holiday Break
- 5th - No School for Students/Teacher Work & PD Day
- 6th - 3rd Quarter Starts
- 16th - No School for Students/Wrestling Invite

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

16 S / 19 T / 15 PK

- 9th - No School for Students/Teacher Work & PD Day
- 11th - PT Conferences
- 18th - PT Conferences
- 20th - No School for Students & Staff/Break

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

17 S / 19 T / 15 PK

- 6th - No School for Students & Staff/Break
- 12th-13th - No School for Students & Staff/Break
- 17th - Last Day of 3rd Quarter/1.30 Dismissal for Students/No School for PK Students
- 18th - District Music/No School for all Students
- 20th - 4th Quarter Starts

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

19 S / 20 T / 16 PK

- 3rd-6th - No School for Students & Staff/Spring Break
- 20th - No School for Students/Teacher Work & PD Day

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

7 S / 16 T / 4 PK

- 1st - EC Track Invites/No School for all Students
- 6th - Seniors Last Day
- 7th - Last Day for PK Students
- 10th - Senior Graduation
- 13th - Last Day of 1st Qtr/2nd Sem for June-11/11/130 Dismissal for Students
- 14th - No School for Students/Teacher Work & PD Day

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

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



Approved on: 2/10/25  
Updated on:

# Approach

The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers, creative thinkers, and be able to make positive choices about their education, future, and the community.

In order to develop good citizens and lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible young adults who are prepared to aid in global changes, all of our school community members must be confident and resilient in the face of change. In order to develop the full potential of capable, responsible, lifelong learners, our students, staff, families, and community (law enforcement, social services, medical services and private business) need to cooperate fully to support these outcomes.

## Mission Statement

Elm Creek Public Schools continues a deep tradition of strong core values, preparing students for successful futures through academics, citizenship, and opportunity in collaboration with our community.

## Operating Principles

**We embrace the following operating principles**

As an educational community we know children learn when

- they are actively engaged in a variety of tasks including exploration, play, reading, research, conversation, and invention;
- they are in an environment where they feel safe and supported, where their physical, intellectual, emotional and social needs are met, and where they are not afraid to fail knowing they will be given more chances to succeed;
- they have a personal connection to or interest in what they are learning and can see how it applies in the world in which they live;
- they are encouraged to think for themselves, to reflect upon their work, to make appropriate choices and to build connections to prior learning;
- they receive ongoing feedback, see and share models of expected outcomes, feel competent and not overwhelmed, and are provided with time for monitored practice;
- they are exposed to a wide variety of learning experiences, materials, technologies, and environments.

In responding to how children learn, our classrooms will be...

- child centered, flexible learning environments with multiple resources and technologies, and full of displays of student work;
- learning communities where children feel respected, safe, and well-known;
- environments that enhance communication, collaboration, engagement and enjoyment;
- flexible, but with established routines and shared norms, and a balance of learning activities;
- comfortable places for students to ask questions, learn to make choices, and engage in both individual and group work;
- utilizing authentic and performance assessments in order to modify and adapt instruction and reporting student progress to parents in ways that are easily understood and reflect student development;
- inviting parents, family members, and our communities as they too are valued resources in the learning process.

To support such classrooms, our schools will be...

- filled with the voices of kids and where their natural excitement and curiosity is nurtured and accepted;
- places where teachers are encouraged to collaborate and are provided time to do so, hold consistent beliefs on how children learn and share a collective responsibility for the welfare of all students;
- exemplified by a climate of mutual respect and trust among all community members, focused on positive behavior as opposed to punishment;
- flexible in terms of age-grouping, schedules, classrooms, and curriculum, all based on student needs;
- focused on the whole-child, her/his physical, intellectual, emotional and social well-being;
- filled with exhibitions of student work and activities in all areas with regular times for school-wide gatherings and celebrations;
- concerned with more than just test scores, knowing that every child is more than a test score;
- open and welcoming to parents, encouraging their active involvement;
- supportive of teachers, providing focused professional development to help teachers create, develop, and expand child-centered, thought provoking and engaging classroom practices using a wide range of instructional strategies and educational technologies.

The district in support of these schools, is committed to...

- nurturing and encouraging a purposeful, common vision across our district through focused goals and action plans that allow for staff to do their work well;

- utilizing available resources and searching for additional resources to support this common vision as well as to provide appropriate staffing, teaching resources (including technology, texts, materials, and access to the world outside of school), and time for teachers to collaborate;
- listening to and responding to the needs of staff to carry out our shared visions;
- supporting the development of an infrastructure where teachers and students have access to current technologies, learning tools, and the world beyond the schools;
- encouraging and expecting that staff will take unique and flexible approaches to our shared goals and vision;
- providing a focused, district-wide professional development program consistent with our vision that is effective, meaningful, and sustainable;
- communicating with our community and with policy makers about our schools' programs, successes, and needs;
- supporting the economic and civic health of our community;
- communicating regularly with our educational community in ways that include all staff and provides the information necessary for collaborative decision making.

# SECTION ONE

## BASIC SCHOOL RULES AND GENERAL PRACTICES

### Attendance

#### **Required Attendance**

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

#### **Mandatory Attendance Age**

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

#### **Exceptions**

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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

#### **Discontinuing Enrollment – 5 Year Old Students**

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

#### **Discontinuing Enrollment – 16 and 17 Year Old Students**

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

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

#### **Attendance Officer**

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

## **Excused Absences**

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

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness.
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

## **Excessive Absences - Notification and Collaborative Plan Process**

Excessive absenteeism refers to any student that is absent 5 days or more per 9 weeks period. Such absences shall be determined on a per class basis. ECPS may use excused and unexcused absences to calculate this total. The following procedures will act as a guide for Elm Creek Public Schools to address excessive absenteeism.

1. Verbal (@ 3 days) or written (@ 5 days) communication by school officials with the person or persons who have legal or actual charge or control of the student.
2. One or more meetings between the school (school administrator/designee, and/or school counselor and/or social worker), the student, the student's parent/guardian when appropriate to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan/attendance contract to reduce barriers identified to improve regular attendance. The plan/contract shall consider, but not be limited to:
  - a. Illness related to physical or behavioral health of the child
  - b. Educational counseling
  - c. Educational evaluation
  - d. Referral to community agencies for economic services
  - e. Family or individual counseling
  - f. Assisting the family in working with other community services.
3. If the parent/guardian refuses to participate or attend such a meeting the principal shall place documentation of such refusal in the student's attendance records.

## **Reporting Excessive Absenteeism to the County Attorney**

The School may report to the county attorney of the county in which the person resides when the school makes efforts to address excessive absences, the collaborative plan/contract to reduce barriers identified to improve regular attendance have not been successful, and the student has accumulated more than twenty (20) absences per year. The school will notify the student's family in writing prior to referring the child to the county attorney.

## **Credit Loss due to Absenteeism**

Unless otherwise arranged and approved in advance, after three (3) days of absence during a term, a phone call discussing our attendance policy will be made to the parent and/or guardian. We will discuss any discrepancies and parent/guardian will be asked to provide any necessary absence documentation. When a student has exceeded five (5 Excused/Unexcused) absences during any Term, a letter will be sent home informing the student and his/her parents/guardians of the possible revocation of academic credits and possible need to provide documentation and/or setup an attendance review at the end of the term. This letter may coincide with a student conference and/or follow up phone call and/or meeting with the student and/or parents, in addition to any of the aforementioned interventions. The following terms and processes govern credit loss due to absenteeism:

Absences related to school activities, suspensions, court appearances, medical/legal documented appointments/absences, bad roads, two (2) college visits, school suspensions, Elm Creek state activity contests and any other reason contained in board policy are excluded from a student's absence total when considering revoking class credits.

At the end of the semester, students that have exceeded nine (9) or more Excused/Unexcused absences during the term will be sent a letter regarding the revocation of academic credits and procedures to request an attendance review and present documentation or information to support their contention that the individual situation deserves special consideration and that credit should not be lost. Failure to request a review within five (5) days will result in the student being denied credit in the designated classes.

An attendance committee appointed by the superintendent will review the circumstances during the review and determine whether or not to grant credit. Extraordinary or unusual circumstances, which may have caused a student to have an absence, may be presented to the committee, which may allow the student to earn credit despite his or her absence. The committee may consider such factors as: whether the reasons are contrary to the spirit of this policy; whether the student is failing in any class; whether the student has been a disruptive, undisciplined student, whether the student has repeatedly failed to comply with school rules and regulations; and /or other similar factors deemed appropriate by the committee.

### **Absences due to illness**

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

### **Planned absences**

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

### **Students are obligated to:**

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

### **Parents are obligated to:**

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

### **Pregnant and Parenting Students**

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

### **Bills**

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

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

### **Books and Supplies**

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

Each classroom teacher will prepare a supply list for students at the beginning of the school year.

## **Breastfeeding and Lactation**

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

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

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

## **Bullying**

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

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

### **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

### **Bullying Investigations**

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

## **Cafeteria Rules**

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

## **Cell Phones and Other Electronic Devices**

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

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, or during lunch time so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms or classrooms.

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

If a cell phone goes off in the classroom, the teacher will confiscate it and turn it into the office. The student will be required to turn the phone into the office every day for the remainder of the semester. They can then retrieve their cell phone at the end of the school day.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. Consequences may include a 30 minute detention and will return the confiscated device(s) to the offending student at the conclusion of the detention. Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

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

## **Cheating, Plagiarism, and Academic Dishonesty**

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

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

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

## **Child Abuse and Neglect**

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

## **Classroom Behavior**

All students must:

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

Teachers will establish classroom conduct rules that students must obey.

## **Closed Campus**

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

## **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173 - Nebraska Health and Human Services/Control of Communicable Disease, [Chapter 3](#) of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call (308) 856-4300.

## **Communicating with Parents**

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

## **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board’s Title IX policy.

References to “coordinator” in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

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

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant’s student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the respondent.
  - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
  - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
  - 1) All relevant details of the complaint;
  - 2) All witnesses and documents which the complainant believes support the complaint;
  - 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

- a) The appeal must be in writing.
- b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
- c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
- d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
- b) Determine whether the complainant has discussed the matter with the superintendent.
  - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
  - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

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

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

## **Computer Network Use by Students**

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

### **Student Expectations in the Use of the Internet**

#### **Acceptable Use**

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

#### **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic

communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.

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

## **Enforcement**

### **Methods of Enforcement**

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

### **Consequences for Violation of this Policy**

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

## **Protection of Students**

### **Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational

computer applications.

- a. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

### **Education About Appropriate On-Line Behavior**

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

## **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences one in the first 18 weeks and one in the second 18 weeks.

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

## **Copyright and Fair Use**

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

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

## **Damage to School Property**

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

## **Dating Violence**

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

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

## **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability

should contact the Section 504 Coordinator: Doris Anderson at (308)856-4300, [doris.anderson@elmcreekschools.org](mailto:doris.anderson@elmcreekschools.org), or in person at the school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Brandon Marquez at (308) 856-4300, [brandon.marquez@elmcreekschools.org](mailto:brandon.marquez@elmcreekschools.org) 230 East Calkins Ave., Elm Creek, NE 68836 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal(s) at (308)856-4300 (phone number), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## **Dress Code**

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
2. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
3. Clothing, jewelry, or accessories that advertises or promotes beer, alcohol, tobacco, illegal drugs, pornography, nudity, makes sexual references or carries lewd, indecent, or vulgar double meanings.
4. Clothing, jewelry, or accessories that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
5. Head-wear including hats, caps, bandanas, and scarves.

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

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or calling home for proper apparel to be delivered. Continual violations of the dress code will result in more stringent disciplinary actions.

## **Driving and Parking Personal Vehicles**

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

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

## **Drug Free Schools**

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

### **Safe and Drug-Free Schools Parental Notice**

If upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may

notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Education and Prevention**

Elm Creek Public Schools intends to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco, and other drug use is illegal and interferes with both effective learning and a healthy development of the student, Elm Creek Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

### **Reporting Alcohol, Drug and Tobacco (Nicotine) Violations**

Any school employee who believes a student at school has a controlled substance without a prescription for it, tobacco or nicotine product, alcohol, a look-alike drug or other substance prohibited by school rule or state law, must report the matter immediately to the administration. The administration shall investigate the matter. If the administrator determines there is reasonable cause to believe that a student at school has a drug prohibited by school rule or state law, they shall have the authority to conduct a search that shall include, but is not limited to, the student's locker, possessions, vehicle if on school property and person. Any item discovered in the search, which is unlawful or constitutes a violation of a school rule will be confiscated. Those items, which are unlawful to possess, shall be turned over to an appropriate law enforcement agency. As an alternative to searching the student's person, the administration may contact an appropriate law enforcement agency regarding the search.

### **Determining a Violation Has Occurred**

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

### **FIRST OFFENSE**

- The student shall be placed on a five (5) to nineteen (19) day out-of-school suspension, but shall be given the option of having the suspension reduced to a five (5) days of suspension providing he/she undergoes an evaluation for substance abuse and follows those recommendations made by a certified substance abuse evaluator. Any evaluations are at the expense of the student and/or parent/guardian.
- If a student fails to follow treatment recommendations, he/she shall be required to complete the remainder of the five (5) to nineteen (19) day out-of-school suspension.
- Prior to readmission to school, the student along with his/her parents must meet with the Principal and/or Assistant Principal of the involved school.
- The involved student shall be ineligible to participate in any co-curricular activities for a period of 45 Days. If a student self-reports, the time frame is reduced to 21 days. This can be reduced by 80% of the time frame, including a minimum of 1 contest missed, if a student and his/her parent(s)/guardian(s) agree to participate in a school approved program for chemical dependency. The program must be administered by a certified counselor and approved by school authorities. Proof of successful completion must be submitted to the Activities Director. All costs associated with the program are borne by the students, parents, or guardians.

### **SECOND OFFENSE**

- The student shall be placed on a five (5) to nineteen (19) day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester. Administration reserves the right to handle each situation on a case-by-case basis.
- The involved student shall be ineligible to participate in any co-curricular activities for a period of one (1) calendar year. If a student self-reports, the time frame is reduced to 90 days. This can be reduced by 80% of the time frame if a student and his/her parent(s)/guardian(s) agree to participate in a school approved program for chemical dependency. The program must be administered by a certified counselor and approved by school authorities. Proof of successful completion must be submitted to the Activities Director. All costs associated with the program are borne by the students, parents, or guardians.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

## **Emergency Contact Information**

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

## **Evacuations**

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

## **Eye Exams**

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

## **Food Service Program**

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

### **Breakfast**

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualifies for free or reduced-price breakfast. The school district charges students \$2.00 for PK-12 students and adults \$2.50 for breakfast.

### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for PK-6 is \$3.30. Lunch for 7-12 lunch is \$3.45 for students and \$4.00 for adults.

### **Payment for Meals**

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

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

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

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

### **Collection of Delinquent Meal Charge Debt**

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

Collection efforts may continue into a new school year.

### **Notice of Non-discrimination**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 or

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov) This institution is an equal opportunity provider.

## **Field Trips**

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

## **First-Aid**

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

## **Head Lice**

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

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

## **Health Problems Limiting Activities**

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

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

### **Self-Management of Diabetes or Asthma/Anaphylaxis(5053)**

Upon receiving the written request of a student's parent or guardian and the written medical authorization described in the applicable provisions below, , the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis (referred to herein as "medical condition").

A student with diabetes must obtain written authorization to self-manage from the student's physician. The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, and (d) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

A student with asthma or anaphylaxis must obtain written authorization to self-manage from the student's physician or from the health care professional who prescribed the medication for treatment of the student's condition. The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student's parent or guardian and the physician or other health care professional responsible for the student's medical condition.

The plan will permit the student to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) the school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student's self-management of his or her medical condition. The student's parent or guardian will be personally responsible for any and all costs from the a student's misuse of necessary medical supplies.

The district may prohibit a student who is self-managing his or her diabetic condition from possessing medical supplies for self-management and may establish other necessary and appropriate restrictions or conditions when the district determines that the student has endangered himself, herself, or others through misuse or threatened misuse of such medical supplies. The district will promptly notify the parent or guardian of any such prohibition, restriction, or condition.

The district may impose disciplinary consequences on a student with asthma or anaphylaxis who uses his or her prescription asthma or anaphylaxis medication other than prescribed. These disciplinary consequences shall not include limitations on the student's access to necessary medication. The district will promptly notify the parent or guardian of any disciplinary action imposed.

### **Homeless Children and Youth**

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

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

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and

other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is an administrator who may be contacted at (308)856-4300.

## **Illness or Injury at School**

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

If a student has a temp over 100 degrees or has thrown up, they must stay home for 24 hours since their last vomit or 24 hours of being fever free without the aid of Tylenol or Ibuprofen. Pink Eye must be treated with Antibiotic Drops for 24 hours before a student can return to school.

## **Immunizations**

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

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

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

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

## **Initiations and Hazing**

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

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

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

## **Lockers and Other School Property**

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks,

computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Backpacks will be placed in lockers prior to the first period of the day. They will not be allowed in classrooms or used during the school day.

## **Lost and Found**

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

## **Medications**

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

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

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

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

## **Media Center**

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

## **Opting Out of Assessments**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at (308)856-4300.

## **Parental Involvement**

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

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

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

## **Parties**

Classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. All treats will be provided by our cafeteria staff unless prior approval by the administration is given.

## **Personal Items**

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

## **Physical Exam**

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

## **Pictures**

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

## **Playground Rules**

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

1. Students must obey the playground supervisor at all times.

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

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

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

### **Police Questioning and Apprehension**

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

### **Protection of Student Rights**

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

#### **1. Surveys**

- a. Surveys Created by a Third Party
  - i. This section applies to every survey:
    1. that is created by a person or entity other than a district staff member or student;
    2. regardless of whether the student answering the questions can be identified; and
    3. regardless of the subject matter of the questions
  - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
  - i. Sensitive information shall include:
    1. Political affiliations or beliefs of the student or the student's parent(s)
    2. Mental or psychological problems of the student or the student's family;
    3. Sexual behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of other individuals with whom respondents have close family relationships;
    6. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
    7. Religious practices, affiliations, or beliefs of the student or student's parent(s); or
    8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
  - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
  - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.

- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
- v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Request
  - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
  - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
  - iii. The principal shall respond to survey inspection requests without delay.

## **2. Invasive Physical Examinations**

- a. The term “invasive physical examination” means
  - i. any medical examination that involves the exposure of private body parts; or
  - ii. any act during such examination that includes incision, insertion, or injection into the body; and
  - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
  - i. required as a condition of attendance;
  - ii. administered by the school and scheduled by the school in advance; and
  - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
  - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
  - ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.)
  - iii. is otherwise authorized by Board policy.

## **3. Collection of Personal Information from Students for Marketing**

- a. The term “personal information” means individually identifiable information including:
  - i. student’s and parent(s)’ first and last name;
  - ii. home or other physical address;
  - iii. telephone number; and/or
  - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following
  - i. post-secondary education recruitment;
  - ii. military recruitment;
  - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
  - iv. student recognition programs.

## **4. Inspection of Instructional Material**

- a. Definition
  - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
  - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

## **5. Notification of Rights and Procedures**

- a. The superintendent shall notify parents of:
  - i. this policy and its availability upon request from the office of the district;
  - ii. how to opt their child out of participation in activities as provided for in this policy;
  - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
  - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

### **Rights of Custodial and Non-Custodial Parents**

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

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

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

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

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

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

### **Secret Organizations**

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

### **School Day**

The school day begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. Parents must arrange for their children to leave school promptly at the end of the day.

### **Smoking and Tobacco**

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

### **Sniffer (Drug) Dogs**

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

### **Protocol for Use of Sniffer Dogs**

1. The superintendent, or the building principal with the superintendent’s permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.

2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

### **NOTICE TO STUDENTS AND STAFF**

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

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

### **Standardized Testing**

The Nebraska Student-Centered Assessment System (NSCAS) is a statewide assessment system that embodies Nebraska's holistic view of students and helps them prepare for success in postsecondary education, career, and civic life. It uses multiple measures throughout the year to provide educators and decision makers at all levels with the insights they need to support student learning. This is administered in grades 3-8.

### **Student Assistance**

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

### **Student Fee Policy**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act,

the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **Listing of Fees Charged by this District.**

- 1. Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
- 2. Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
- 3. Personal or Consumable Items.** The district does provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- 4. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
- 5. Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. For all students in grades PK -12, there will be no annual technology fee. However, an issue of damage, breakage, or general need for repair will be paid by the student that was issued the device.
- 6. Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.
- 7. Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.
- 8. Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the

like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

- Breakfast Program – Grades PK-6
  - Regular Price \$2.00
  - Reduced Price \$.30
- Breakfast Program – Grades 7-12
  - Regular Price \$2.00
  - Reduced Price \$.30
- Lunch Program – Grades PK-6
  - Regular Price \$3.30
  - Reduced Price \$.40
- Lunch Program – Grades 7-12
  - Regular Price \$3.45
  - Reduced Price \$.40
- Second milk \$.50
- Second entrée \$1.50
- Adults \$4.00 per day

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

- **Band: No Fee At This Time**
  - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- **Swing Choir: No Fee At This Time**
  - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$\_\_\_\_

**10. Contributions for Junior and Senior Class Extracurricular Activities.** Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities.

### Waiver Policy

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

### Voluntary Contributions to Defray Costs

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

### Fund-Raising Activities

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

### **Student Illness**

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

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

## **Student Records**

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Power School.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family

Educational Rights and Privacy Act.

### **Non-Directory Information**

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

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

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

### **Transfer of Records Upon Student Enrollment**

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

### **Complaints**

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

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

### **Student Schedule Changes**

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

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

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that

could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

### **Tardiness**

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

### **Telephone Calls**

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

### **Threat Assessment and Response**

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

#### **1. Definitions**

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

#### **2. Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

#### **3. Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent of schools, the building principals, guidance counselors, information technology staff and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student, nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning

for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

#### **4. Threat Assessment Investigation and Response**

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

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

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

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

#### **5. Communication with the Public about Reported Threats**

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

#### **6. Coordination with the Crisis Team After Resolution of Threat**

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

### **Transportation Services**

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

#### **Transportation to School**

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

Families that live outside of the Elm Creek city limits but inside the school district qualify to ride the bus. The one exception to this rule is families that live south of the railroad tracks and Highway 30 can also be eligible to ride the bus. Option students may ride the bus if they meet the bus along the regular in-district route (i.e. Kearney option students may get on the bus in Odessa). If you're unsure if your child qualifies to ride, please contact Cindy Stone, Transportation Coordinator, at 308-856-4300 or [cindy.stone@elmcreekschools.org](mailto:cindy.stone@elmcreekschools.org).

#### **Bus Regulations**

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

If misconduct is recurring, the student will not be allowed to ride the bus.

### **Rules of Conduct on School Vehicles:**

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

### **Consequences**

**1st Offense:** The driver will talk to the student about his/her behavior in an effort to correct it. The driver may report it to the principal and the principal may talk with the student.

**2nd Offense:** The driver will give a written report to the principal. The principal will counsel the student. Parents/guardians will be contacted.

**3rd Offense:** The driver will give a written report to the principal. The principal will contact the student and inform the student of the alleged misconduct. The student will be given the opportunity to orally respond. The principal will contact parents/guardians for a conference. The student may be suspended from the bus pending this conference. The suspension may be extended five days beyond the conference date at the discretion of the principal.

**4th Offense:** The driver will give a written report to the principal. The principal will contact the student and inform the student of the alleged misconduct. The student will be given the opportunity to orally respond. The principal will contact the parents/guardians for a conference. The student may be suspended from the bus for the semester.

**Serious Rule Violations:** The driver will complete and submit to the school administration a bus conduct report or incident report involving the occurrence of any student behavior involving weapons or the making of terroristic threats, any student behavior which affects safety, and any serious rule violations. A student may be suspended from the bus at any time without the existence of prior rule

violations if the principal determines it is warranted because of the seriousness of the rule violation. Other disciplinary consequences in addition to suspension of bus privileges may occur.

## **Records**

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

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

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of a non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-6 riders only, plus driver). Do not plan on your child's friends riding the bus to your home for parties or gatherings.

## **Transportation to Activities**

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

## **Video Surveillance and Photographs**

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

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

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

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

## **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme temperatures, snow, or ice. School closings will be announced on radio station KRVN and television station NTV and our all call system (phone, text, email). Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

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

## Withdrawal From School

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

## Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law

# SECTION TWO ACADEMIC INFORMATION

## Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each curriculum class in which he/she was enrolled. For the purposes of this policy curriculum shall include all courses in the areas of language arts, mathematics, science, social studies, and elective courses.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

## Grades

Students will receive letter grades for their academic core classes.

**The middle and high school grading system is as follows:**

A+	4.0	97-100%
A	4.0	93-96.9%
A-	4.0	90-92.9%
B+	3.67	87-89.9%
B	3.33	83-86.9%
B-	3.0	80-82.9%
C+	2.67	77-79.9%
C	2.33	73-76.9%
C-	2.0	70-72.9%
D+	1.67	67-69.9%
D	1.33	63-66.9%
D-	1.0	60-62.9%
F	0.0	0-59.9%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

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

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with an incomplete will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

**The grading system of Elm Creek Elementary Public Schools shall be as follows:**

A+	4.0	97-100%
A	4.0	93-96.9%
A-	4.0	90-92.9%
B+	3.67	87-89.9%
B	3.33	83-86.9%
B-	3.0	80-82.9%
C+	2.67	77-79.9%
C	2.33	73-76.9%
C-	2.0	70-72.9%
D+	1.67	67-69.9%
D	1.33	63-66.9%
D-	1.0	60-62.9%
F	0.0	0-59.9%
I	Incomplete	

Grading periods of approximately nine (9) weeks shall be used four (4) times per year.

A special grading report for the K-2, on a different basis, shall be used.

The grading and conversion scale are as follows:

Grades K-2 and specials classes may use the following scale to show student progress:

+	Commendable
S	Satisfactory
N	Needs Improvement
W	Working on level of ability
/	Still not Introduced

**Graduation Awards**

The Valedictorian and Salutatorian are selected each year based on cumulative GPA on Tuesday of the week of graduation. The highest cumulative GPA is the Valedictorian and the second highest is the Salutatorian. Students who are selected as the Valedictorian and Salutatorian for the graduating class will be selected as speakers at graduation. The student's will be required to submit a draft of their speech to the H.S. Principal for review. The final draft of the speech will be collected and ready for the speakers on the morning of graduation practice. Students must be enrolled in Elm Creek Public Schools for the entirety of their Junior and Senior year to be considered for this recognition.

## Graduation Requirements

Students who graduate from the School District of Elm Creek must fully complete all requirements for graduation prior to the official commencement exercises and complete all administrative requirements or conditions. 240 hours are required by the Elm Creek School District to meet academic graduation requirements. The total academic graduation requirements must include the following curriculum:

English	=	40 Credit Hours
Science	=	30 Credit Hours
Math	=	30 Credit Hours
Social Studies	=	30 Credit Hours (Am. History and Am. Government)
P.E. or Health	=	5 Credit Hours
Speech	=	5 Credit Hours
Personal Finance/ Financial Literacy	=	5 Credit Hours
Art/Band/Music	=	5 Credit Hours
Required Core Classes	=	150 Credit Hours
+Electives Courses	=	90 Credit Hours
Total	=	240 Credit Hours

In addition to the above listed credit requirements, each student shall also be required to complete and submit a Free Application for Federal Aid prior to graduation, unless the required opt-out form is completed by either (1) the parent or legal guardian; (2) the Principal, if the Principal determines that the good cause exists not to require the student to complete the FAFSA; or (3) and emancipated student or student of at least 19 years of ages.

Beginning the school year of 2027-2028, the minimum credit hours shall include computer science and technology. In addition to completing or opting out of the FAFSA submission, requirements are outlined below.

English	=	40 Credit Hours
Science	=	30 Credit Hours
Math	=	30 Credit Hours
Social Studies	=	30 Credit Hours (Am. History and Am. Government)
P.E. or Health	=	5 Credit Hours
Speech	=	5 Credit Hours
Personal Finance/ Financial Literacy	=	5 Credit Hours
Computer Science	=	5 Credit Hours
Art/Band/Music	=	5 Credit Hours
Required Core Classes	=	155 Credit Hours
+Electives Courses	=	90 Credit Hours
Total	=	245 Credit Hours

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

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

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

## **Homework**

Homework is designed to offer independent practice opportunities, increase background information on topics, and compliment classroom experiences. At ECPS, work will be sent home periodically to practice a skill, allow students to review essential learnings, and challenge students to prepare for upcoming assessments. Practice that is sent home for students to complete will be reviewed together the following class period to check for understanding and provide direct feedback to students.

Homework, although a useful tool for learning, should not have a significant impact on a student's academic grade because it is practice. This practice will be aimed at increasing the student's capacity to meet a standard or learning objective. Additionally, it is not possible to verify that the student who is assigned the homework completed the homework on his/her own.

Work at home does promote responsibility, self-discipline and lifelong learning habits. Elm Creek Public Schools recognizes the importance of developing these skills and will periodically assign relevant and meaningful homework assignments designed to reinforce classroom-learning objectives.

## **Homework assignments**

- reinforce skills and concepts addressed in classroom instruction
- extend assignments to transfer new skills or concepts to new situations
- provide opportunities for creative activities that integrate a variety of skills
- demonstrate additional evidence of student understanding

## **Time**

Actual time required to complete assignments will vary with students' study habits, academic skills, and selected course loads. If a parent believes their child is spending an excessive amount of time completing their homework, they should contact their child's teacher.

## **Honor Roll**

The Honor Roll will be determined by grade point average (GPA). All students with a GPA of 92.5% and above, with no grades below a B, will qualify for Honor Roll recognition. This list will be defined at the end of each 9 week period. Dual credit classes, taught by ECHS Faculty, will factor into the GPA.

The Honorable Mention will be determined by grade point average (GPA). All students with a GPA between 84.5% and 92.4%, with no grades below a C will qualify for Honorable Mention recognition. This list will be defined at the end of each 9-week period. Dual credit classes, taught by ECHS Faculty, will factor into the GPA.

## **Mid-Term Graduation**

Elm Creek Public Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion:

1. Students must meet all completion requirements established by the Board of Education in order to be eligible for early graduation as well as the credit hour requirements in each specific subject matter area. Only 20 hours of transfer credit will be applied toward graduation requirements.
2. A student who decides to opt for early graduation or completion is not eligible to participate in school sponsored activities following the last day he/she attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activities that the applicant is eligible for will be the regularly scheduled graduation ceremony and the Jr./Sr. prom.
3. This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

## **Report Cards**

Report cards are sent home the week following the end of the nine-week reporting period. Letter grades and percent grades are used to designate a student's progress. Incompletes shall be designated by an "I" for the term. Students have one (1) week after the end of the term to make up incomplete work if given an "I" for the term. Failure to do so may cause the grade to change to an "F" or "NC" (no credit, 0). No incompletes will be given at the end of the final term, as all course work must be completed by the last day of the second semester.

## SECTION THREE STUDENT DISCIPLINE

### General Discipline Philosophy

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

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

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

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

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

### Forms of School Discipline

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

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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

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

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

### After School Sessions and Detentions

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

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

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

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

### **Emergency Exclusion**

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

### **Short-Term Suspension**

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, but shall not be permitted to come onto school grounds without permission of Administration during the suspension period.

### **Weapons and/or Firearms**

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

### **Long-Term Suspension**

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

### **Expulsion**

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

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes; **The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";**
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography; including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically); including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
  - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
  - j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims

by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- k. Violation of the district's computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

### **Reporting Requirement to Law Enforcement**

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

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

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

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

- 1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

## Section Four

### School Wellness Policy-5052

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.\*

#### **1. Goals for Nutrition Promotion and Education**

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.
- f. Nutrition Topics shall be integrated within the health education curriculum and taught at every grade level (k-12)

#### **2. Goals for Physical Activity**

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

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

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.

- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

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

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

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

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

#### **6. Food and Beverage Marketing**

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

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously

purchased products will be used, and all existing contracts honored.

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

## **7. Public Participation**

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

## **8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)**

1. Definitions. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, “school day” means the period from the midnight before to 30 minutes after the end of the official school day.
2. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
3. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
4. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
5. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

## **9. School Lunch Program**

a. Meals served through the school lunch program will comply with the National School lunch and Breakfast Standards.

b. The District will take steps to protect the privacy of students who qualify for free and reduced meals.

- c. Free water is available in the cafeteria during meals.
- d. The District will attempt to purchase locally produced foods.
- e. After obtaining food, students will have at least 20 minutes to eat.

## **10. Triennial Assessment**

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

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

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

## **11. Public Notice**

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

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

## **12. Recordkeeping**

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

## **13. Operational Responsibility**

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

\* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) [found at https://api.healthiergeneration.org/resource/2](https://api.healthiergeneration.org/resource/2).

# Staff Directory

## District Administration and Board of Education

<u>Name</u>	<u>Title</u>
Kim Beran	Superintendent
Lynette Mitchell	President
Alicia Beavers	Vice President
Hannah Hild	Secretary
Cole Brodine	Treasurer
Jacob Kringle	Trustee
Ryan Martin	Trustee

## Building Administration

<u>Name</u>	<u>Position</u>
Brandon Marquez	7-12 Principal and Activities Director
Terah Williams	PK-6 Principal and Transportation Director
Shawna Strong	SPED Coordinator
Rick Bauer	Technology Coordinator
Doris Anderson	School Psychologist
Jennifer Kostchwar-Anderson	School Counselor
Cindy Stone	Transportation Coordinator/Records Specialist/Admin Assistant
Linda Johns	Administrative Assistant/Bookkeeper
Jillian Kottich	Administrative Assistant/Registrar/Nurse
Morgan Schnacker	Administrative Assistant/School Lunches
Darci Culbertson	Food Services Director

## K-6 Teaching Staff

<u>Name</u>	<u>Grade Level</u>
Heather Tool	Kindergarten
Brooke Bottorf	Kindergarten
Taylor Miller	First Grade
Miakayla Almanza	Second Grade
Elizabeth Rodgers	Second Grade
Shaina McIntosh	Third Grade
Jennifer Schopke	Third Grade
Cadee Lagler	Fourth Grade
Faith Becker	Fourth Grade
Cassi McNeil	Fifth Grade
Kenneth Weber	Sixth Grade/Secondary Teacher
Katie Holland	Fourth/Fifth/Sixth Grade
Rick Bauer	Technology
Barb Keep	Library
Linda Killion	P.E.
Hillary Schlecht	Art
Doris Anderson	School Psychologist
Cindy Carlton	Speech-Language Pathologist
Shawna Strong	Speech-Language Pathologist
Jennifer Kostchwar-Anderson	Counselor

## 7-12 Teaching Staff

<u>Name</u>	<u>Subject Area</u>
Rick Bauer	Technology
Blake Schwarz	Construction
Cindy Carlton	Speech Language Pathologist
Tanner Cavenee	Social Science/P.E./Asst A.D.
Doris Anderson	School Psychologist/ Behavioral Contact
Micki Fries	Science
Jordan High	Social Science
Coleen Hodges	English
Cassie Lechman	English
Barb Keep	Business
Danie Brandl	Agriculture
Linda Killion	P.E.
Shawna Strong	Special Education
Anna Foster	Foreign Language/English
Amber Reiter	Vocal Music/Instrumental Music
Jennifer Kostchwar-Anderson	Counselor
Hillary Schlecht	Art
Cathy Stankovic	Science
Kris Tool	Math
Tyler Ehresman	Math

## Paraprofessionals

Abbie Klimek  
Darcie Labs  
Amanda Tattershall  
Addison Perez  
Becca Putnam  
Angela Robinson  
Mike Shoff

## Bus Drivers

Ryan Hellreigel  
Deb Reichert  
Calvin Moore  
Rick Bauer  
Cindy Stone  
Jerry Hall

## Custodial Staff

John Clark  
Clint Carr  
Laurie Myers

## Cafeteria Staff

Darci Culbertson & Ashley Devroy

## Extracurricular Assignments/Committees

<b>Activity</b>	<b>Coaches/Sponsors/Assistant Coaches</b>
Band	Amber Reiter
Basketball - Boys	Tanner Cavenee (Head Coach), Davis Miner, Trey Miner,
Basketball - Girls	Jadyn Ehresman (Head Coach), Tyler Fries, Tyler Ehresman
Cheer	Faith Becker, Becca Putnam
Choir	Amber Reiter
Cross Country	Micki Fries (Head Coach) and Jessica Sullivan
eSports	Rick Bauer
FFA	Danie Brandl
Football	Blake Schwarz (Head Coach), Mike Shoff, Mark Stone, Tyler Ehresman
Boys Golf	Jordan High (Head Coach)
Girls Golf	Lexington's Head Golf Coach
National Honor Society	Kris Tool
One Act Play	Barb Keep and Anna Foster
Quiz Bowl	Cathy Stankovic, Katie Holland
Speech	Coleen Hodges (Head Coach), Cassie Lechman
Student Council	Elizabeth Rodgers
Track	Micki Fries (Head Coach), Cassie Lechman, Mark Stone, Blake
Schwarz	
Volleyball	Devon Eischleman (Head Coach), Heather Hall
Wrestling Boys	Mike Shoff(Head Coach), Travis Quintana
Wrestling Girls	Tanner Hemmingsen (Head Coach), Katie Holland
Yearbook	Cassie Lechman
MS Boys Sports	Tanner Cavenee/Blake Schwarz, Mike Shoff
MS Girls Sports	Linda Killion/Micki Fries

### **Class Sponsors**

7th Grade Class	Jordan High
8th Grade Class	Anna Foster
9th Grade Class	Tyler Ehresman
10th Grade Class	Cathy Stankovic
11th Grade Class	Amber Reiter & Colton Sperl/Hillary Schlecht
12th Grade Class	Kris Tool

# Section Five

## **Notice of Nondiscrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator:

Name: Kim Beran  
Title: Superintendent  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: kim.beran@elmcreekschools.org

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator:

Name: Kim Beran  
Title: Superintendent  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: kim.beran@elmcreekschools.org

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator:

Name: Kim Beran  
Title: Superintendent  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: kim.beran@elmcreekschools.org

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact school personnel.

Name: Kim Beran  
Title: Superintendent  
Address: 230 East Calkins Ave. Elm Creek, NE 68836  
Telephone: 308-856-4300  
E-mail: kim.beran@elmcreekschools.org

Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff members will follow school district policies to respond to the report.

The Pregnant Workers Fairness Act (PWFA) -requires covered employers to provide reasonable accommodations to qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

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

## **Activities Guidelines**

### **Extra-Curricular Programs**

Elm Creek Public Schools provides a comprehensive, co-curricular activity program for all students grades 7-12. The activity programs will always be in conformity with the objectives of the school district and serve to enrich the curriculum. The administration of activities will be in accordance with the policies of Elm Creek Public Schools, by-laws of the Fort Kearney Conference, and the guidelines and regulations of the Nebraska School Activities Association of which we are a member.

### **Activity Philosophy**

Elm Creek Schools believes that extra-curricular activities are an extension of the classroom. They complement and enhance the educational endeavors of our students. Activities are considered an integral part of the school's program of education and provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens. We will strive to have a common focus of having a positive, lasting IMPACT on the lives of our students.

### **Safety**

The district's philosophy is to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the school requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure of the event or prior to releasing the student to the parent/guardian. The note should be given to the Principal, Activities Director, or their designee. Only those people directly involved with the activity will be allowed to travel in the school vehicle.

### **Warning for Participants and Parents**

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

### **Activity Fees/Pre-Participation Requirements**

At this time, Elm Creek Public Schools does not require a fee for participation in activities. However, an all season pass can be purchased by any student at the cost of \$30. This will allow for students to attend any and all games at home (exceptions FKC tournament, District/Playoff Events)

All participants must complete the following requirements before they begin practice:

1. Return a [medical physical card](#) to the office
2. Complete a [Student and Parent Medical Release - Consent form](#)
3. Complete the [NSAA consent](#) form
4. IMPACT concussion test for specific activities
5. Sign (both parent and student) Handbook agreement form

### **Activity Code of Conduct**

This activity code of conduct is supplemental to the Elm Creek Public School student code of conduct which is detailed in this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

### **Grounds for Extracurricular Discipline**

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extracurricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions.

### **Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School**

Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

### **Activities are a Privilege**

Extra-curricular activities have an important place in the educational program of the Elm Creek Public School district. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on or off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sports season established by the NSAA and extends to the last day of the spring sports season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

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, or similar conduct in a manner that constitutes substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalants (including vapor products) or being under the influence of any of the above; or possession of drug paraphernalia.

Note: The term “under the influence” for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol/tobacco/drugs 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. In addition, “possession” of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine the student was in “possession” of the items as well. Because of the complexity of this issue, “possession” will be determined on a case-by-case basis.

1. Engaging in 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 alcoholic beverages, narcotics, drugs, controlled substances, electronic nicotine delivery systems or products, or inhalants.
2. Truancy or failure to attend assigned classes or assigned activities.
3. Tardiness to school after the end of 1st hour, assigned classes or assigned activities
4. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
5. Public indecency.
6. Repeated violation of any of the rules adopted by the school district or the school.
7. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
8. Dressing in a manner wherein such dress is dangerous to the student’s health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
9. Willfully violating the behavioral expectations for those students riding Elm Creek Public Schools buses.
10. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
11. 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.
12. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
13. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
14. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant’s attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
15. All other reasonable rules or regulations adopted by the coach or supervisor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
16. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
17. The NFHS Sports Medicine Advisory Committee strongly opposes the use of dietary supplements for the purpose of obtaining a competitive advantage (November 21, 2014). Elm Creek Public Schools discourage the use of these supplements, rather ECPS encourages a balanced diet to obtain the necessary nutrition to compete at the highest level. It is ultimately the parents' decision to allow their son/daughter to use dietary supplements but the school district will not allow students to possess or consume them at school. Supplements will be prohibited on ECPS grounds.
18. Any violation of any other school rule, requirement, coach/sponsor rule, or lawful directive of any sponsor, coach, administrator, or other district staff member.

### **Initiations and Hazing**

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

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

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

### **Drug (including tobacco and electronic nicotine delivery systems or products) and Alcohol Violations**

Guidelines for reporting and violations of this nature are described on pages 20 and 21 of this document.

### **Procedures for Extracurricular Discipline**

Students may be suspended by the Principal or the Principal’s designee from practices or participation in interscholastic competition or participation in extracurricular activities for violation of rules and standards of behavior adopted by the Elm Creek Public Schools Board of Education or the administrative staff of the school. The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purposes.
2. Prior to the suspension, the student is to 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 school has, and be given the opportunity to explain the student’s version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student’s parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student’s position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal’s designee will send a written statement to the student and the student’s parents, or guardian describing the student’s conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with the school official who has imposed the suspension and to give that school official any further information in the student’s defense.
6. If the student or student’s parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian and will either be provided with the initial notice letter or be made available in the Principal’s office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parent or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

During a suspension period, students will not be allowed to practice for, participate in, or attend a school activity.

## **Academic Grade Standards for Activities Eligibility**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore adhere to the following academic guidelines.

### **Eligibility**

The school will adhere to the rules of the Nebraska Schools Activities Association, of which we are a member, with regard to eligibility for participation in extracurricular activities. Complete rules will be posted on a bulletin board and are included in this [NSAA eligibility document](#).

### **Maintain passing grades in all classes - Academic Eligibility**

Eligibility is checked every week, usually on Wednesday at 12:00 PM, beginning the start of the third week of each term. If a student is passing all enrolled courses, s/he is eligible, academically, to participate. If a student is failing any (1 or more) class(es), they will be placed on a warning list for the first week that a grade is failing. Names will remain on the list from one week to the next week. If a student is failing the same class for a second consecutive week, they will be deemed ineligible. If a student is ineligible, they may become eligible to participate by coming in before school or after school to do the work necessary to earn a passing grade. Once all grades are passing, a student will be eligible to participate immediately. Students will be required to attend essential time while grades are failing.

Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as homecoming or prom). Activity practice is permitted, however, teachers or coaches/sponsors may require students to stay after school to complete missing work. Practice is secondary to completing necessary course work.

### **Eligibility requirements shall not apply to:**

- (A) Instructional field trips, which are a part of the scheduled course learning experience;
- (B) Activities or events, which are a part of the students' grade requirements.

### **Attendance and Academics**

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. A full day of attendance, the day of a contest or practice, is required to be eligible for the contest or practice on that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

### **Team Selection, Playing Time, Conflicts, and Transportation**

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purpose of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents

as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

3. At the reserve level, the emphasis will be on fundamental skill development and teamwork. At the junior varsity level, the emphasis will be on preparation for varsity competition. However, coaches will determine the amount of playing time for individual athletes.
4. When the situation arises where a student is involved in two school activities and the schedules conflict, the administration will make the final determination in regards to which event the student will participate. Some of the factors that will be considered are: the level of competition ex. varsity versus non-varsity; importance of competition ex. state versus districts versus conference versus regular season; the type of event ex. academic versus athletic; student's role on the team; coach or sponsor's input; student's input.
5. Transportation will be provided by the District for all team members and student managers (if traveling) when a team is participating. Students are expected to ride school transportation to and from all school-sponsored activities. In the event of extenuating circumstances (2 events in one day with overlapping time, illness, or family death), if a student needs to ride home with parents, arrangements should be made ahead of time. Students may not drive themselves to or from activities.

### **General Lettering Criteria and Post-Season Awards**

Lettering in a school activity is for those participants who have met stated levels of performance. Each time an individual letters at the high school level, they will be awarded a letter certificate by the coach of that activity. The first time, and only the first time, that an individual letters in any sport at the Sr. High level, s/he will be awarded by the coach of that sport, the standard chenille letter and a pin representative of the activity. For each additional letter, participants will be awarded a bar to place below their pin.

These general considerations govern lettering in Elm Creek activities:

1. The participant must be in good standing (member of the organization) at the end of the season to receive a letter.
2. Participants injured and who must drop out of a school activity, may be given special consideration.
3. Sponsors who believe there are special conditions or unusual situations (other than alcohol, tobacco or drug and/or criminal activity suspensions) for a participant s/he may letter that participant.
4. Students who participate in an activity for four years, may letter in that activity.
5. Students must participate in 25% of the varsity contests, or score in a major Track and Field meet. Coaches may use discretion for seniors who have met all criteria with the exception of the participation requirement.
6. A sponsor may revoke a letter for disciplinary reasons.
7. A violation of team training rules prohibits an athlete from lettering.

### **Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place. Following a contest is not an appropriate time or place for this conversation. Please abide by the standard 24 hour rule, do not make contact with the coach until 24 hours after the game/contest. A coach or sponsor shall not be approached at any time immediately prior to, during, or immediately after a game or practice with a complaint.

### **Lines of Communication**

Students are encouraged to visit with their coach/sponsor if they have questions about playing time or role on the team. If the student does not have their questions answered, the parent may contact the head coach as s/he is next level for communication. If an issue is still not resolved, the parent may request a meeting with the Activity Director, coach, and student-athlete. The chain of command will continue to the building principal followed by the superintendent. All concerns should follow the proper chain of command. A written Activities Complaint form is found in the appendix of this document. All complaints that advance to the administrative meeting stage will need to be written out and presented at the meeting to be acted upon. Text messages, social media posts, emails, or phone calls to coaches are not an acceptable forum for grievances.

### **Parents' Role in Interscholastic Athletics and Other Extracurricular Activities Communicating with your children**

1. Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their

life they can look to for constant positive reinforcement.

2. Practice saying this to your child, "I love to watch you play".
  3. Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
  4. Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
  5. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
  6. Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
  7. Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
  8. Don't compare the skill, courage, or attitude of your child with other members of the team.
  9. Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
  10. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.
1. child's coach includes:
    - a. Philosophy of the coach
    - b. Expectations the coach has for your child
    - c. Locations and times of all practices and contests
    - d. Team requirements
    - e. Procedure should your child be injured
    - f. Discipline that results in the denial of your child's participation
  2. Communication coaches expect from parents
    - a. Concerns expressed directly to the coach
    - b. Notification of any schedule conflicts well in advance
    - c. Specific concerns in regard to a coach's philosophy and/or expectations
  3. Appropriate concerns to discuss with coaches:
    - a. The treatment of your child, mentally, and physically
    - b. Ways to help your child improve
    - c. Concerns about your child's behavior
    - d. Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance from trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
  4. Issues not appropriate to discuss with coaches:
    - a. Playing time
    - b. Team strategy
    - c. Play calling
    - d. Another parent's child(ren)
  5. Appropriate procedures for discussing concerns with the coaches:
    - a. Be sure your child has discussed the issue with the coach
    - b. Call to set up an appointment with the head coach and your child
    - c. Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
  6. What should a parent do if the meeting with the head coach did not provide satisfactory resolution?
    - a. Call the athletic director to set up a meeting with the athletic director, coach, parent, and student present.
    - b. At this meeting, an appropriate next step can be determined, if necessary.

### **Good Sportsmanship - Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

### **Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities**

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.

2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet, or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Ensure other spectators' behavior is appropriate.
14. Avoid vulgar language, rude comments, or conduct that takes attention from the game or reflects poorly on our school and community
15. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.

**Consequences: Violation of the sportsmanship guidelines may result in removal from the contest and future contests.**

### **Nebraska School Activities Association Concussion Guidelines/Recommendations**

Concussion has been reported to account for approximately 4-5% of all injuries in high school sports. Football is the most common sport for concussion. Although most concussions are short lived, experience has shown that if a second injury occurs during the recovery phase of the initial injury, a phenomenon known as the “second-impact syndrome” can occur. This second injury can occur from a very minor blow which under normal circumstances might not cause injury at all. Although uncommon, the second-impact syndrome is often fatal and if an individual survives they are rarely neurologically normal. This abnormal mental state usually remains for life. The second-impact syndrome has only been described in athletes younger than 20 years old (except in boxers). These recommendations are offered with the goal of reducing the potential for serious neurologic/ brain injury in Nebraska high school athletes.

Concussion/ mild traumatic brain injury (mTBI) can be defined as a brief and usually short-lived neurological impairment, which occurs after a direct or indirect blow to the head or body. The impairment is often immediate, and symptoms typically resolve spontaneously. Acute clinical symptoms represent a functional disturbance rather than a structural injury to the brain. The clinical symptoms that occur may or may not include loss of consciousness. Typical signs and symptoms of concussion include confusion, headache, and amnesia. More subtle problems may include difficulties with concentration and attention, behavioral changes, and ataxia (inability to coordinate the muscles in voluntary movement).

### **When a player shows ANY sign or symptom of a concussion**

1. Perform an on-field mental status evaluation.
2. The player should not be allowed to return to play in the current game or practice.
3. The player should not be left alone; and regular monitoring for deterioration is essential over the initial few hours following injury.
4. The player should be medically evaluated (by an appropriate health care provider) following the injury.
5. Return to play should follow a medically supervised stepwise process.

A player should never return to play while symptomatic. “When in doubt, sit them out!”

### **Return to Play Protocol**

The majority of injuries will be simple concussions and such injuries recover spontaneously over several days. In these situations, it is expected that an athlete will proceed rapidly through the stepwise return to play strategy.

During this period of recovery in the first few days following an injury, it is important to emphasize to the athlete that physical AND cognitive rest is required. Activities that require concentration and attention may exacerbate the symptoms and result in a delayed recovery. This concept of “cognitive rest” appears to be of significant importance in student athletes.

The return to play following a concussion follows a stepwise process:

1. No activity, complete rest. Once asymptomatic, proceed to step 2.

2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise (e.g., running) or progressive addition of resistance training.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

With this stepwise progression, the athlete should continue to proceed to the next level if asymptomatic at the current level. If any post-concussion symptoms occur, the patient should drop back to the previous asymptomatic level and try to progress again after 24 hours. In cases of complex concussion, the rehabilitation will be more prolonged and return to play advice should be more circumspect. It is recommended that complex cases be managed by physicians with a specific expertise in the management of such injuries. An additional consideration in return to play is that concussed athletes should not only be symptom free but also should not be taking any pharmacological agents/ medications that may affect or modify the symptoms of concussion. Neuropsychological testing is being used more frequently as a clinical assessment tool and provides objective measurement of cognitive function. Cognitive function may be impaired despite resolution of symptoms. Ideally, neuropsychological testing would be compared with pre-injury baseline testing. Injuries where outside treatment/care is sought will require a medical clearance to return to competition.

### **Varsity Sports Seasons**

All interscholastic sports are divided into three seasons--fall, winter, and spring. The divisions of sports, the date of the first allowed organized practice, and the closing date of the season shall be as follows. No individual shall participate simultaneously in more than one sport per season. (Dates subject to changes)

<b>FALL</b>	<b>FIRST DAY OF PRACTICE</b>	<b>CLOSE OF SEASON</b>
Cross-Country	August 11	State Meet Oct. 24 Kearney
Football	August 11	State Finals Nov. 24-25 Lincoln
Volleyball	August 11	State Meet Nov. 5-8 Lincoln
Girls Golf	August 11	State Meet Oct. 13-14 TBD
<b>WINTER</b>	<b>FIRST DAY OF PRACTICE</b>	<b>CLOSE OF SEASON</b>
Girls Basketball	November 17	State Tourney March 4-7 Lincoln
Boys Basketball	November 17	State Tourney March 11-14 Lincoln
Boys Wrestling	November 17	State Meet Feb 9-12 Omaha
Girls Wrestling	November 17	State Meet Feb 7-8 Omaha
<b>SPRING</b>	<b>FIRST DAY OF PRACTICE</b>	<b>CLOSE OF SEASON</b>
Boys Golf	March 2	State Meet May 27-28 TBD
Track	March 2	State Meet - May 22-23 Omaha

### **Participation on other teams**

Athletes are not allowed to participate in activities outside the school while involved in the same activity in school. Cross Country/Road Races and town-team basketball are specific examples.

### **Facility Use**

No athlete will ever work out using school facilities unless s/he is under the direct sponsorship of a coach or authorized adult. No student will ever work out using the weight machine or free weights unless s/he is under the direct supervision of a coach, faculty member, or authorized adult. Parents who are issued a fob to enter the building may not send a student, unattended by a parent, to use the weight room or gym.

# Asbestos Management Plan for Elm Creek Public Schools

## 1. Introduction

Elm Creek Public Schools conducted a three-year asbestos re-inspection on August 6, 2024, as mandated by the United States Environmental Protection Agency (EPA) under the Asbestos Hazard Emergency Response Act (AHERA). The inspection was performed by Mr. Rod Schall of B2 Environmental, Inc. (B2E), who is an accredited asbestos inspector and management planner. This document outlines the findings, recommendations, and the proposed management plan for asbestos-containing materials (ACM) at the school.

## 2. Inspection Summary

### Inspector Details:

- Inspector Name: Rod Schall
- Accreditation Numbers: NE I-1190, NE MP-9
- Inspection Date: August 6, 2024
- Next Scheduled Re-inspection: August 6, 2027

### Homogeneous Areas Inspected:

- Several homogeneous areas were inspected, including floor tiles, ceiling tiles, baseboards, drywall with joint compound, and sink insulation. All materials were found in good condition with potential for damage.

## 3. Recommendations and Compliance Procedures

### Based on the inspection, the following recommendations have been made:

- Repair or Remove Damaged ACM:
  - If any damage is detected, repair or remove the material following the guidelines outlined in the Operations and Maintenance section of the Management Plan.
- Regular Surveillance and Maintenance:
  - Maintain ACM in its current condition and monitor for any changes through periodic surveillance as required by 40 C.F.R. 763.94.
- Warning Labels:
  - Display proper warning labels in areas where ACM is present, in compliance with 40 C.F.R. 763.95.
- Sampling and Testing:
  - Consider sampling assumed materials to confirm the presence of asbestos.
- Annual Notifications:
  - Continue the annual notification to staff, students, and parents/guardians regarding the presence of ACM as required by 40 C.F.R. 763.93.
- Asbestos Training:
  - Continue to provide asbestos training to all employees in accordance with 40 C.F.R. 763.92.

## 4. Areas of Concern and Action Plan

### Auditorium & Locker Rooms (12"x12" Gray VET with Mastic):

- Condition: Good
- Action: Continue inspections and repair as necessary.

### Throughout Structure (2'x2' Ceiling Tiles with Pinholes and Fissures):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

### Throughout Structure (Light Gray Baseboard with Adhesive):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

Kitchen (2'x2' Smooth Ceiling Tiles):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

Throughout Structure (Drywall with Joint Compound):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

Band Room (Black Baseboard with Adhesive):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

Main Offices, Rooms 811, 818, 820 (Yellow VSF with Mastic):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

Throughout Structure (Gray Sink Insulation):

- Condition: Good
- Action: Maintain condition, follow the Management Plan, and continue inspections.

- Classrooms 800, 829, 836 (Beige with Blue Specks VSF with Mastic):

- \*\*Condition: Good
- \*\*Action: Maintain condition, follow the Management Plan, and continue inspections.

## **5. Abatement Activities**

No abatement activities have been conducted since the last three-year re-inspection.

## **6. Documentation and Record Keeping**

- Management Plan: All documentation, including this report, should be kept on file and updated as needed.
- Training Records: Maintain records of all training provided to staff in handling ACM.
- Notification Records: Keep copies of all notifications sent to staff, students, and parents/guardians.

## **7. Conclusion**

The asbestos management plan for Elm Creek Public Schools emphasizes the importance of ongoing monitoring, regular maintenance, and adherence to AHERA regulations. By following the outlined recommendations, the school can ensure a safe environment for all students and staff.

*This plan should be reviewed and updated regularly to ensure continued compliance with federal and state regulations.*

# Section Six Student Forms

## Emergency Information

---

Student's Name

---

Parent/Guardian Name

---

Parent/Guardian Name

---

Mailing Address

---

Mailing Address

---

Father's Employer

---

Mother's Employer

---

Fathers's Work Phone

---

Mother's Work Phone

---

Additional Contact Name

---

Additional Contact Phone

---

Doctor Name

---

Doctor Phone Number

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

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

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

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

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

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

Over the Counter Drugs Available:

My student may be given any of these if deemed necessary. (or Check those allowed)

\_\_\_\_ Acetaminophen

\_\_\_\_ Ibuprofen

\_\_\_\_ Naproxen Sodium

\_\_\_\_ Tums

\_\_\_\_ Bismuth (Pepto-Bismo)

\_\_\_\_ Benadryl

\_\_\_\_ Refresh Eye Drops

\_\_\_\_ Cough Drops

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

\_\_\_\_\_  
(name of the student)

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

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

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

\_\_\_\_\_  
(name of the student)

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

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

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

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

DATE \_\_\_\_\_

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

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

\_\_\_\_\_ Dosage and time \_\_\_\_\_

Date administration of drug is to begin \_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

\_\_\_\_\_ Special instructions for the administration and storage of the drug \_\_\_\_\_

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

Name of Physician and Designee

\_\_\_\_\_ Print or Type

\_\_\_\_\_ Primary Phone Number

\_\_\_\_\_ Secondary Phone Number

\_\_\_\_\_ Signature of Physician

Parent's Phone \_\_\_\_\_  
Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
Name of Medication \_\_\_\_\_  
Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_  
Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_  
Phone # \_\_\_\_\_

Possible Adverse Reaction: \_\_\_\_\_  
\_\_\_\_\_ gives permission for \_\_\_\_\_ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

Doctor's Signature \_\_\_\_\_





# ELM CREEK PUBLIC SCHOOLS

230 E. Calkins Ave, PO Box 490  
Elm Creek, NE 68836  
Phone:(308) 856-4300  
Fax: (308) 455-6252

Kim Beran, Superintendent -- Brandon Marquez, 7-12 Principal/Activities Director -- Terah Williams, PK-6 Principal

## Over-the-Counter Medication Form

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone: \_\_\_\_\_ Allergies: \_\_\_\_\_

I give permission for my child, \_\_\_\_\_, to use the following over-the-counter medications or external preparations as needed according to the directions for use on the container. Please check the appropriate box(es):

- Children's Tylenol chewable Dose required: \_\_\_\_\_
- Children's Tylenol liquid Dose required: \_\_\_\_\_ ML
- Children's Ibuprofen chewable Dose required: \_\_\_\_\_
- Children's Ibuprofen liquid Dose required: \_\_\_\_\_ ML
- Children's Pepto-Bismol chewable Dose required: \_\_\_\_\_
- Children's Benadryl chewable (only given if student is having an allergic reaction) Dose required: \_\_\_\_\_
- Antacid tablets
- Anti-itch cream
- Cough drops
- Refresh eye drops
- Sting relief
- Antibacterial ointment (Neosporin)
- Band-Aids
- Adult Tylenol Dose required: \_\_\_\_\_
- Adult Ibuprofen Dose required: \_\_\_\_\_
- Adult Benadryl (only given if student is having an allergic reaction) Dose required: \_\_\_\_\_
- Adult Pepto-Bismol tablets Dose required: \_\_\_\_\_
- Antacid tablets Dose required: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**"Love Blue, Live Gold"**



# ELM CREEK PUBLIC SCHOOLS

230 E. Calkins Ave, PO Box 490  
Elm Creek, NE 68836  
Phone:(308) 856-4300  
Fax: (308) 856-4907

Kim Beran, Superintendent -- Brandon Marquez, 7-12 Principal/Activities Director -- Terah Williams, PK-6 Principal

## Consent to Release Photo/Image

Dear Parent/Guardian:

During the current school year, your student's image/photograph or work may be taken in a classroom, school project, field trip, special event or celebration that could be used in one of the following ways:

- Print publications - newspaper, magazine or yearbook
- Online publications - the school web page, internet, or social media
- Presentations - within the school for a project/activity

While your student's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the web.

There is no monetary compensation for the use of the work, but it will help many teachers get more use out of their computers, and show other students a good example of what can be. Please sign the release form below and return this sheet to your student's school. Your permission grants us approval to publicize without prior notification and remains in effect until revoked.

I **DO** give permission for \_\_\_\_\_'s  
Student's Full Name

image/photograph or work to be used as described above. I am willing to release this into the public domain and understand that no monetary compensation will be given for the use of the materials.

I **DO NOT** give permission for \_\_\_\_\_'s  
Student's Full Name

image/photograph or work to be used as described above.

I **DO** give permission for \_\_\_\_\_'s  
Student's Full Name

to be published only in the yearbook.

Parent/Guardian Name \_\_\_\_\_  
Please Print Clearly

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Parent/Guardian Consent Form for a School Sponsored Field Trip**

I hereby give my permission for \_\_\_\_\_ to accompany his/her class, under the supervision of a classroom teacher, on field trips taken outside the school building during the regular school time.

I understand that he/she will be transported by approved, school transportation.

Note: The trip sponsor(s) will travel with a copy of each participant's Authorization to Secure Emergency Medical Treatment. Parents/guardians are requested to advise sponsor's in writing of any special medical conditions or issues that may affect or impact a child's participation in the trip and/or the receipt of emergency medical treatment (e.g., known drug allergies). Students who use rescue inhalers, diabetic medications, Epi-pens or other potentially life-saving medication must supply their own medications. This does include school medications in most cases. Elm Creek Public Schools does not supply emergency medications for field trips.

By signing this document you are allowing Elm Creek Public School to take your child on a field trip during the regular school day/hours. The details of the field trip(s) will be communicated to you by your child's teacher. If you have any questions regarding any of these field experiences, please contact your child's teacher prior to the trip. **If you do NOT want your child to participate in a field trip, you must contact the school and your child's teacher to make that request.**

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

Printed Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_



**Receipt of Student-Parent Handbook  
Forms**

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN August 15, 2025.**

**RECEIPT**

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

**Parents (or guardians) and students are required to sign and return the receipt form below before August 15, 2025.**

**PARENT/STUDENT AGREEMENT**

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

**RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS**

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district’s regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

\_\_\_\_\_  
Student’s Signature                      Date

\_\_\_\_\_  
Parent/Guardian’s Signature                      Date

\_\_\_\_\_  
Cell Phone Number (Optional)

\_\_\_\_\_  
Cell Phone Number (Optional)

\_\_\_\_\_  
Parent’s Email Address (Optional)

\_\_\_\_\_  
Parent’s Email Address (Optional)



Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

**1. Surveys**

- a. Surveys Created by a Third Party
  - i. This section applies to every survey:
    1. that is created by a person or entity other than a district staff member or student;
    2. regardless of whether the student answering the questions can be identified; and
    3. regardless of the subject matter of the questions
  - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
  - i. Sensitive information shall include:
    1. Political affiliations or beliefs of the student or the student's parent(s);
    2. Mental or psychological problems of the student or the student's family;
    3. Sexual behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of other individuals with whom respondents have close family relationships;
    6. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
    7. Religious practices, affiliations, or beliefs of the student or student's parent(s); or
    8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
  - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
  - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain

- the written consent of a student's parent(s) before the student participates in the survey.
- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
  - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
- i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
  - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
  - iii. The principal shall respond to survey inspection requests without delay.
- d. The district will also comply with any survey requirements found in the district's policy on Parent Involvement in Education Practices.

## **2. Invasive Physical Examinations**

- a. The term "invasive physical examination" means:
  - i. any medical examination that involves the exposure of private body parts; or
  - ii. any act during such examination that includes incision, insertion, or injection into the body; and
  - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
  - i. required as a condition of attendance;
  - ii. administered by the school and scheduled by the school in advance; and
  - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
  - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

### **3. Collection of Personal Information from Students for Marketing**

- a. The term "personal information" means individually identifiable information including:
  - i. student's and parent(s)' first and last name;
  - ii. home or other physical address;
  - iii. telephone number; and/or
  - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
  - i. post-secondary education recruitment;
  - ii. military recruitment;
  - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
  - iv. student recognition programs.

### **4. Inspection of Instructional Material**

- a. Definition
  - i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
  - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

### **5. Notification of Rights and Procedures**

- a. The superintendent shall notify parents of:

- i. this policy and its availability upon request from the office of the district;
  - ii. how to opt their child out of participation in activities as provided for in this policy;
  - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
  - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: December 14, 2020  
Revised on: July 14, 2025  
Reviewed on: February 10th, 2025

Parent Involvement In Education Practices

For purposes of this policy, "parent" includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents to participate in the education of their children are preserved.

1. Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials") as follows:

a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.

b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.

c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.

d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be

provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

a. Parents are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

b. Parents may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.

a. Parents must submit this request in writing to the building principal for consideration.

b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.

c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.

4. Parents will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents will be informed of the circumstances under which they may opt-out of state and federal assessments.

a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents of eligible students with reasonable notice prior to the exam being administered. Parents wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents will be notified of their right to remove their children from surveys prior to district participation in surveys.

a. The principal must approve all surveys intended to gather information from students before they are administered to students.

b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.

d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.

e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.

f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.

8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: December 14, 2020

Revised on: July 14, 2025

Reviewed on: February 10th; 2025, June 2, 2025



District Title I Parent and Family Engagement Policy

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

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

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

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

improve achievement. A goal of parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

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

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: December 14, 2020

Revised on:

Reviewed on: June 14, 2021; June 6, 2022; June 14, 2023; July 10, 2023; June 17, 2024; July 8, 2024; March 10, 2025; July 14, 2025



Student Cell Phone and Other Electronic Devices

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

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

Adopted on: December 14, 2020

Revised on: June 17, 2024

Reviewed on: June 17, 2024, July 14, 2025



Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during the first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

**Purpose.** The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

**Dates.** Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) during the first semester of the academic year; on or before the December board meeting, and (2) during the second semester of the academic year; on or before the June board meeting. Annual evaluations shall generally take place at a board meeting held during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

**Evaluation Document.** The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The

superintendent shall submit the evaluation document to the Nebraska Department of Education.

**Evaluation Procedures.** Each board member shall have the opportunity to complete a draft evaluation document. The board president or designee shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

**Deficiencies.** If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

**Personnel File.** The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

**Policy Limitation.** The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: December 14, 2020  
Revised on: May 10, 2021; July 14, 2025  
Reviewed on: March 11, 2024, April 14, 2025

## 5016

### Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is PowerSchool.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and

use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights

under this policy and the Family Educational Rights and Privacy Act.

Adopted on: December 14, 2020

Revised on: July 14, 2025

Reviewed on: February 10th, 2025

**\*\*FOR 2025-2026 RECOMMEND 10 CENT INCREASE**

<b>Breakfast</b>	<b>Grade</b>	<b>Price</b>				
	PK-12	\$2.10				
	Reduced	*Pending - NDE has not released their 2025-2026 reimbursement rates yet.*				
	Adult	\$2.60				
<b>Lunch</b>	<b>Grade</b>	<b>Price</b>				
	PK-6th	\$3.40				
	7th-12th	\$3.55				
	Reduced	*Pending - NDE has not released their 2025-2026 reimbursement rates yet.*				
	Adult	\$4.10				
	<b><u>Extra Meal:</u></b>	\$1.60				
	<b><u>Extra Milk:</u></b>	\$0.50				
	<b><u>Ice Cream:</u></b>	\$1.25				
	<b><u>Rice Crispies:</u></b>	\$1.25				
	<b><u>Chips:</u></b>	\$1.00				
	<b><u>Goldfish/Chex-Mix:</u></b>	\$1.00				

5045  
Student Fees

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

**A. Definitions.**

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

**B. Listing of Fees Charged by this District**

**1. Guidelines for Clothing Required for Specified Courses and Activities.**

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

**2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

**3. Personal or Consumable Items.**

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

**4. Materials Required for Course Projects.**

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

**Technological Devices**

The district will provide students with the technological devices necessary to complete all basic curricular projects.

**6. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable

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

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

- Student Activity Card: \$25
  - Covers admission to all extracurricular events.
  
- Student Participation Fee: No Fee
  - Required of all students who participate in athletics and/or other extracurricular activities.
  
- National Honor Society: No Fee
  
- Cheerleading, Drill Team, Flag Corps:
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these services shall be \$2000 per year.
  
- Football:
  - Students must provide their own football shoes, undergarments, and mouthguards and all other equipment will be furnished.
  
- Golf:
  - Students must provide their own golf shoes, undergarments, and clubs.
  
- Track, Volleyball, and Wrestling:

- Students must provide their own shoes and undergarment other equipment will be provided

Future Farmers of America: \$25 for dues

- Students must purchase their own jackets and pay dues. The maximum dollar amount charged by the district for these services shall be \$2000 per year.

## **7. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$3,000 per course.

## **8. Transportation Costs.**

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

## **copies of Student Files or Records.**

The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student.

## **10. Participation in Pre-Kindergarten Services**

The district may charge reasonable fees for participation in pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$2000 per year.

## **11. Participation in Summer School or Night School.**

The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

## **12. Charges for Food Consumed by Students.**

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

Breakfast and lunch charges will be listed in the school handbook and updated annually.

**13. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided the use of a musical instrument for use in band.

Band:

- Students must provide their own instruments. The maximum dollar amount charged by the district for these services shall be \$2000 per year.

**4. Contributions for Extracurricular Activities.**

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

**C. Waiver Policy.**

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

particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

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

**E. Voluntary Contributions to Defray Costs.**

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

**F. Fund-Raising Activities**

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

**G. Student Fee Fund.**

The Activity fund will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: December 14, 2020

Revised on: September 11, 2023; July 8, 2024

Reviewed on: March 10, 2025, July 14, 2025