

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION
OF STERLING PUBLIC SCHOOLS, DISTRICT #33
Monday, July 16, 2018

A regular meeting of the Board of Education of Sterling Public Schools was convened in open and public session on Monday, July 16, 2018, 9:34 AM at Sterling Public Schools. The roll was called and the following Board members were present or absent:

Present: Lois Agena, John Harms, Rick Vollman, Cheri Wirthele, **Absent:** Mike Hestermann, Mark Parde.

Notice of the meeting was given in advance by posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The agenda was posted in accordance to board policy. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

A. Call meeting to order and acknowledge Open Meetings Act

B. Pledge of Allegiance

C. Roll Call

Motion by Vollman seconded by Harms to excuse Parde and Hestermann from the meeting
Passed with a motion by Rick Vollman and a second by John Harms.

Lois
Agena: Yea
John
Harms: Yea
Rick
Vollman: Yea
Cheri
Wirthele: Yea

Yea: 4, Nay: 0

Move to excuse Parde and Hestermann from the meeting Passed with a motion by Rick Vollman
and a second by John Harms.

Lois
Agena: Yea
John
Harms: Yea
Rick
Vollman: Yea
Cheri
Wirthele: Yea

Yea: 4, Nay: 0

D. Approval of agenda; Any changes to the agenda will need approval.

E. Consent Agenda

Move to approve the consent agenda as presented Passed with a motion by John Harms and a second by Lois Agena.

Lois
Agena: Yea

John
Harms: Yea

Rick
Vollman: Yea

Cheri
Wirthele: Yea

Yea: 4, Nay: 0

F. Public Comment – To an item on the agenda

- 5 minute limit per person - 30 minute total limit on one topic.

G. Board Committee Reports

Cheri & Dottie attended the New Board Orientation on Monday, July 9 with Stan Karr.

Board Policy Committee--John, Cheri & Lois met with Dottie on Wednesday, July 11 to review the board policies that the board will review tonight. We will not be reviewing each individual policy at the meeting. Suggestions on wording and changes have been made by this committee. If anyone has questions in regards to the policies, prior to the meeting please contact John or Dottie.

H. Administration Reports

I. Action Items

1. Reaffirm Parent Involvement Policy 6400 and Title I Parent & Family Engagement Policy 5057

Move to Reaffirm Parent Involvement Policy 6400 and Title I Parent Policy; Family Engagement Policy 6410 Passed with a motion by Cheri Wirthele and a second by Lois Agena.

Lois
Agena: Yea

John
Harms: Yea

Rick
Vollman: Yea

Cheri
Wirthele: Yea

Yea: 4, Nay: 0

2. Discuss and Approve Student Fees Policy 5045

Move to Approve Student Fees Policy 5045 with changes to Section 12. Passed with a motion by Lois Agena and a second by Rick Vollman.

Lois
Agena: Yea

John
Harms: Yea

Rick
Vollman: Yea

Cheri
Wirthele: Yea

Yea: 4, Nay: 0

3. Second Reading and Acceptance of Board Policies 2002, 3023, 3025, 3040, 3049, 3050, 4012, 4013, 4014, 5008, 5037, 5062, 6021, 6031 & 6036

Move to approve on second reading board policies: 2002 Organization of the Board, 3023 Record Management and Retention, 3025 Returned and Outstanding Checks, 3040 School Safety, 3049 Drones and Unmanned Aircrafts, 3050 Technology in the Classroom, 4012 Staff Internet and Computer Use, 4013 Grievance Procedures, 4014 Employment Related Sexual Harassment, 5008 Pregnant and Parenting Students, 5037 Student Internet and Computer Access, 5062 Lice & Nits, 6021 District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations, 6031 Emergency Exclusion and 6036 Reading Instruction and Intervention Services Passed with a motion by Cheri Wirthele and a second by Lois Agena.

Lois
Agena: Yea

John
Harms: Yea

Rick
Vollman: Yea

Cheri
Wirthele: Yea

Yea: 4, Nay: 0

4. Review and Approve Staff and Student Handbooks for the 2018-2019 school year

Motion to approve the 2018-2019 Staff and Student Handbooks with the changes presented and discussed Passed with a motion by Lois Agena and a second by John Harms.

Lois
Agena: Yea

John
Harms: Yea

Rick
Vollman: Yea

Cheri
Wirthele: Yea

Wirthele:
Yea: 4, Nay: 0

5. Superintendent's 2017-2018 Evaluation and Compensation for 2018-2019 School Year
Move to approve Superintendent Dottie Heusman's second year contract amount to \$111,500
Passed with a motion by John Harms and a second by Rick Vollman.

Lois
Agena: Yea
John
Harms: Yea
Rick
Vollman: Yea
Cheri
Wirthele: Yea
Yea: 4, Nay: 0

6. Discuss and take action on joining NRCSA for the 2018-2019 school year
Move to approve for Sterling Public Schools to renew their membership with NRCSA in the
amount of \$850.00 for the 2018-2019 school year Passed with a motion by Cheri Wirthele and a
second by John Harms.

Lois
Agena: Yea
John
Harms: Yea
Rick
Vollman: Yea
Cheri
Wirthele: Yea
Yea: 4, Nay: 0

J. Non-Action Items / Discussion Items:

1. Review Board of Education Code of Conduct Policy 8272

This is on our BOE yearly calendar for July. Please review prior to the meeting. No action will be taken.

2. First Reading of Board Policies 3047, 5026, 5035 & 5064

First reading of board policies:

- 3047 Data Breach Response
- 5026 Sexual Discrimination and Sexual Harassment of Students
- 5035 Student Discipline
- 5064 Bed Bugs

3. Review Census Report

4. Discussion of using the facility at 160 Main Street for a Daycare.
5. 2018 Graduation Survey Data
6. Teacher In-Service Opening Days Schedule

Reminder: Would like to have all board members present for breakfast and the opening remarks on Friday, August 10 from 8-9 a.m.

7. Americanism Policy Committee Meeting

A date needs to be set for this meeting. It is required by State Statute to have this meeting prior to school starting. Cheri, Lois and Mark are on the committee. Others that need to attend will be Camden Harlan (new S.S. teacher) and Scott Harrington. Possible dates for the meeting: Friday, August 10 @ 3:00 p.m. or Monday, August 13 @ 8:00 a.m.

8. Meetings for August and September

Regular August meeting will be Monday, August 20 @ 7:30. Do you want to have the Preliminary Budget Meeting on the same night? Other option would be to hold the Budget Meeting on Wednesday, August 29 @ 7:00.

September 17 meeting needs to be changed due to the deadline for submitting the budget to the State Auditor. Best date would probably be Wednesday, September 5.
7:10--Special Hearing for 2018-2019 Budget. 7:20--Special Hearing to Discuss Final Tax Request. 7:30--Regular Meeting

NSBA Area Membership Meeting is Wednesday, September 12 in Nebraska City. Registration is at 4:30 with the program starting at 5:00. I have attached a summary of the agenda. This is an excellent Board event and I would encourage all of you to attend. Let me know if you'd like me to register you for this event.

K. Adjourn

The meeting was duly adjourned.
DATED: Monday, July 16, 2018

JOHNSON COUNTY SCHOOL DISTRICT #33,
a/k/a STERLING PUBLIC SCHOOLS

ATTEST:

Secretary

Board of Education Regular Meeting
Monday, June 18, 2018 7:30 PM
Sterling Public Schools
250 Main Street
Sterling, NE 68443

1. Call meeting to order and acknowledge Open Meetings Act

2. Pledge of Allegiance

3. Roll Call

Lois Agena: Present
John Harms: Present
Mike Hestermann: Present
Mark Parde: Present
Rick Vollman: Present
Cheri Wirthele: Present

4. Approval of agenda; Any changes to the agenda will need approval. No changes.

5. Consent Agenda

Move to approve the consent agenda as presented Passed with a motion by Mike Hestermann and a second by Rick Vollman.

John Harms: Abstain (With Conflict)
Cheri Wirthele: Abstain (With Conflict)
Lois Agena: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Rick Vollman: Yea

Yea: 4, Nay: 0, Abstain (With Conflict): 2

6. Public Comment – To an item on the agenda

Julie Saathoff, representing the Johnson County Hospital shared information about item 9.6 OT/PT Services for the upcoming school year.

7. Board Committee Reports. Cheri Wirthele shared information about the Law Seminar sponsored by the NSBA that was held on Friday, June 15.

8. Administration Reports were shared.

9. Action Items

9.1. Meal Prices for 2018-2019 School Year

Move to approve setting the meal prices as follows: Pre-K-6th price for lunch - \$2.60, .40 reduced, Pre-K-6th price for breakfast - \$1.80, .30 reduced 7th-12th price for lunch \$2.85, .40 reduced 7th-12th price for breakfast \$2.25, .30 reduced Milk price for all .50 Adult Price \$3.60 Passed with a motion by John Harms and a second by Cheri Wirthele.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Rick Vollman: Yea
Cheri Wirthele: Yea
Yea: 6, Nay: 0

9.2. 2017-2018 Multicultural Report

Move to approve the 2017-2018 Multi-Cultural report as presented Passed with a motion by Lois Agena and a second by John Harms.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Rick Vollman: Yea
Cheri Wirthele: Yea
Yea: 6, Nay: 0

9.3. K-12 Social Studies Curriculum Materials Purchase

Move to approve the bid from Houghton Mifflin Harcourt in the amount to not exceed \$23,002.00 for purchase of new K-12 social studies curriculum materials Passed with a motion by Lois Agena and a second by Rick Vollman.

Mark Parde: Nay
Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Rick Vollman: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 1

9.4. Review bids and accept one for the water Heater upgrades

Move to approve the bid from Waymire's in the amount of \$9,264.75 for installation of two new water heaters (100 gallon and 50 gallon) for the building Passed with a motion by Mike Hestermann and a second by Lois Agena.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Rick Vollman: Yea
Cheri Wirthele: Yea
Yea: 6, Nay: 0

9.5. Preschool Playground selection

Move to approve the purchase of design NU-2750 from Creative Sites for the amount of \$17,550 for the preschool playground using the Activity Fund Playground Grant money and general funds Passed with a motion by Mike Hestermann and a second by John Harms.

Mark Parde: Nay
Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea

Rick Vollman: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 1

9.6. Review and Select Vendor for OT/PT Services

Move to approve receiving OT/PT Services for students through Johnson County Hospital for the 2018-2019 school year Passed with a motion by Lois Agena and a second by John Harms.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Rick Vollman: Yea
Cheri Wirthele: Yea
Yea: 6, Nay: 0

9.7. Repayment of loan from General Fund to QCPUF

Move to transfer \$10,000 from the QCPUF Account (09) to the General Fund Passed with a motion by Rick Vollman and a second by Lois Agena.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Rick Vollman: Yea
Cheri Wirthele: Yea
Yea: 6, Nay: 0

9.8. Second Reading of Board Policies

Move to approve policies: 2006 Complaint Procedures, 2007 Reimbursement and Miscellaneous Expenditures, 2013 Violation of Board Ethics, 3048 Communicable Disease, 5017 Routine Directory Information, 5054 Student Bullying, Board Policy 5418 Homeless, 5418A Homeless Dispute Process, 6027 Field Trips, 6330 Copyright Compliance Passed with a motion by Mike Hestermann and a second by Cheri Wirthele.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Rick Vollman: Yea
Cheri Wirthele: Yea
Yea: 6, Nay: 0

10. Non-Action Items / Discussion Items:

10.1. Board Policy First Reading with County Attorney, Rick Smith

Policies in regards to: Truancy, Criminal Behavior, and Mandatory Attendance

5101 and 5008. Mr. Smith indicated that those policies were adequate to meet the standards of the law.

10.2. Review two facility areas: Water heater area & area south of the portable building.

10.3. Review Classified Staff Salary Ranges

10.4. First Reading of Board Policies:

2002 Organization of the board

3020 Copyright Compliance

3023 Record Management & Retention

3025 Returned & Outstanding Checks

3040 School Safety

3049 Drones & Unmanned Aircraft

3050 Technology in the Classroom

4012 Staff Internet & Computer Use

4013 Grievance Procedures

4014 Employment Related Sexual Harassment

5008 Pregnant or Parenting Students

5037 Student Internet & Computer Access

5045 Student Fees

5062 Lice and Nits

6021 Evaluators

6031 Emergency Exclusion

6036 Reading Instruction and Intervention Services

10.5. Discussion of renting the district property at 160 Main Street for a Daycare Facility. The Board asked Superintendent Heusman to work out more details and bring this back to the board in July.

10.6. Review Progress Toward Board/Superintendent Goals: #2 Effective Learning Opportunities for Students & #3 Collaborative Working Relationships with Stakeholders to improve the culture & climate

10.7. Annual Board Calendar was shared with all board members.

10.8. Upcoming Board Dates

July 9 in Auburn. Candidate Forums. 6:30-8:30. Stan Karr and Kevin McAuliffe will be attending.

July 16 @7:20 Student Fee Policy Hearing

July 16 @7:25 Parental Involvement Policy Hearing

July 16 @7:30 Regular Board Meeting

August 10 @ 8:00 a.m. Breakfast with all Staff provided by the Sterling Women of Today

11. Adjourn. Meeting adjourned at 10:09 p.m.

Bond Fund 07

Opening Balance 6/2018 \$ **42,193.20**

Expenditure		
Description	June	Total Fiscal Year
5000 - DEBT SERVICES	\$0.00	(\$176,100.00)
Sub Total	\$0.00	(\$176,100.00)

Balance as of 6/30/1. \$ **42,193.20**

Sterling Public Schools

Voucher by Warrant-6/13/18-7/12/2018

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27827	MISSOULA CHILDREN'S THEATRE	\$500.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
MISSOULA CHILDREN'S THEATRE	01-1100-630-0	Missoula deposit 18-19	17-2201	06/21/2018	17-2201	\$500.00
Sub Total						\$500.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27842	ZAGER, ANNA	\$264.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ZAGER, ANNA	01-2610-410-0	teacher signs	17-2202	06/21/2018	17-2022	\$264.00
Sub Total						\$264.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27824	Flinn Scientific Inc	\$240.95	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Flinn Scientific Inc	01-1100-410-2	Periodic Table, Giant	17-2200	06/21/2018	2225664	\$185.95
Flinn Scientific Inc	01-1100-410-2	Shipping	17-2200	06/21/2018	2225664	\$55.00
Sub Total						\$240.95
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27815	Apple Inc.	\$85,370.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Apple Inc.	02-1100-460-2	Mac Book 256GB	17-2197	05/31/2018	15125264022	\$22,840.00
Apple Inc.	02-1100-460-2	MacBook 128GB	17-2197	05/31/2018	15125264022	\$62,530.00
Sub Total						\$85,370.00

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27835	SOUTHEAST COMMUNITY COLLEGE	\$60.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
SOUTHEAST COMMUNITY COLLEGE	06-2100-310-0	Food Protection Manager Class			15359	\$60.00
Sub Total						\$60.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27831	ONE SOURCE	\$45.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ONE SOURCE	01-1000	background check			1507-20180430	\$45.00
Sub Total						\$45.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27813	Alert Solutions Inc.	\$750.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Alert Solutions Inc.	01-1100-690-0	alert solution messaging services			93005	\$750.00
Sub Total						\$750.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27822	ESU#2	\$500.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ESU#2	01-2222-467-1	E-Library Services			EL166	\$500.00
Sub Total						\$500.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27832	Prime Communications	\$7,914.31	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Prime Communications	02-1100-460-0	cabling to replace infrastructure	17-2157	03/20/2018	47343	\$7,914.31

Sub Total						\$7,914.31
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
261	First National Bank	8059655	27817	Computers Etc.	\$102.39

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Computers Etc.	01-2510-410-0	weatherband radio			52541	\$39.64
Computers Etc.	01-1100-460-2	economy earbuds			52541	\$14.16
Computers Etc.	01-1100-460-2	recordable cd's			52541	\$4.37
Computers Etc.	01-1100-460-2	stereo earbuds w/ microphones			52541	\$19.80
Computers Etc.	01-1100-460-2	jetflash drives			544937	\$24.42

Sub Total						\$102.39
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
261	First National Bank	8059655	27840	Waymire Well Drilling, Inc.	\$26.32

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Waymire Well Drilling, Inc.	01-2610-410-0	1224 B Moen Cart - 2			18R285	\$26.32

Sub Total						\$26.32
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
261	First National Bank	8059655	27828	Moore Medical	\$50.64

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Moore Medical	01-2130-410-0	probe covers			18597337	\$50.64

Sub Total						\$50.64
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
261	First National Bank	8059655	27814	Anderson's	\$17.99

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Anderson's	01-1100-410-0	S & H			9178428 2	\$17.99

Sub Total						\$17.99
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Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27830	Nebraska Public Power Distric	\$3,339.01	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Nebraska Public Power Distric	01-2610-322-0				6.15.18	\$3,339.01
Sub Total						\$3,339.01
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27833	Recycling Enterprises	\$60.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Recycling Enterprises	01-2610-324-0	recycling services			18A2435	\$60.00
Sub Total						\$60.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27818	ESU #4	\$14,153.47	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ESU #4	01-1200-318-1	early childhood			6.25.18	\$3,686.82
ESU #4	01-1200-318-1	elementary			6.25.18	\$6,440.97
ESU #4	01-1200-318-1	sped schoolage			6.25.18	\$3,524.72
ESU #4	01-1200-318-1	speech			8720	\$293.15
ESU #4	01-1200-670-1	speech travel			8720	\$137.50
ESU #4	01-1200-670-1	speech mileage			8720	\$70.31
Sub Total						\$14,153.47
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27838	WASTE CONNECTIONS OF NEBRASKA	\$465.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
WASTE CONNECTIONS OF NEBRASKA	01-2610-318-0	garbage			1641259	\$400.00
WASTE CONNECTIONS OF NEBRASKA	01-2610-318-0	Insurance - Claim roll off dumpster for gym floor			1641831	\$65.00

Sub Total						\$465.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27837	Village Of Sterling	\$172.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Village Of Sterling	01-2610-323-0	WATER SEWER			5865	\$172.00
Sub Total						\$172.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27820	ESU #6	\$51.82	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ESU #6	01-1100-467-0	server back up			10863	\$51.82
Sub Total						\$51.82
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27816	CAPITAL BUSINESS SYSTEMS, INC	\$1,035.47	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
CAPITAL BUSINESS SYSTEMS, INC	01-1100-410-1	copier lease/copies			22873867	\$283.11
CAPITAL BUSINESS SYSTEMS, INC	01-1100-410-2	copier lease/copies			22873867	\$282.99
CAPITAL BUSINESS SYSTEMS, INC	01-1200-410-0	copier lease/copies			22873867	\$186.38
CAPITAL BUSINESS SYSTEMS, INC	01-2510-410-0	copier lease/copies			22873867	\$282.99
Sub Total						\$1,035.47
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27825	JET STOP INC.	\$685.95	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
JET STOP INC.	01-2750-336-0	transportation gas			3697	\$647.60
JET STOP INC.	01-2610-336-0	building maint gas			3697	\$38.35

Sub Total						\$685.95
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27829	NASB	\$155.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
NASB	01-2320-310-0	law seminar			44526 & 44574	\$155.00
Sub Total						\$155.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27839	Water Engineering Inc.	\$135.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Water Engineering Inc.	01-2610-318-0	water management service			35852	\$135.00
Sub Total						\$135.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27826	Menards	\$141.69	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Menards	01-2610-410-0	6" ladder			80591	\$109.92
Menards	01-2610-410-0	paint			80591	\$25.98
Menards	01-2610-410-0	brush			80591	\$5.79
Sub Total						\$141.69
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
261	First National Bank	8059655	27841	Wusk Power Equipment & Repair	\$10.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Wusk Power Equipment & Repair	01-2750-337-0	head light			96021	\$10.00
Sub Total						\$10.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	

261	First National Bank	8059655	27836	UNITE PRIVATE NETWORKS, LLC	\$554.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
UNITE PRIVATE NETWORKS, LLC	01-2230-390-0	internet connection provider			18-005849	\$554.00
Sub Total						\$554.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27854	VOSS LIGHTING	\$948.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
VOSS LIGHTING	01-2610-410-0	17 Watt T8 Non-Dimmable 5000K Natural White LED PHILLED8482017WBBG	17-2198	06/07/2018	11093294	\$948.00
Sub Total						\$948.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27853	Staples	\$2,655.48	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Staples	01-1100-410-0	perf pad			3380465350	\$4.99
Staples	01-1100-410-0	lysol wipes			3380465350	\$99.96
Staples	01-1100-410-0	spoons			3380465350	\$26.99
Staples	01-2610-410-0	forks			3380465350	\$26.99
Staples	01-2610-410-0	knife			3380465350	\$26.99
Staples	01-2610-410-0	toilet tissue			3380465350	\$1,313.40
Staples	01-2610-410-0	handling fee			3380465350	\$179.40
Staples	01-1100-410-0	composition books			3380465350	\$9.96
Staples	01-1100-110-1	twin pocket folders			3380465352	\$3.75
Staples	01-2610-410-0	facial tissue			3380465352	\$937.50
Staples	01-2610-410-0	paper towel			3380543278	\$25.55
Sub Total						\$2,655.48
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27844	Angela Bianchi	\$18.96	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount

Angela Bianchi	01-4211-410-1	nutra gain bars, punch, trail mix, goldfish, pretzels			4217434	\$18.96
Sub Total						\$18.96
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27847	ESU #4	\$500.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ESU #4	02-1100-460-2	replacing computer in business room			8695	\$500.00
Sub Total						\$500.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27852	School Specialty	\$281.47	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
School Specialty	01-2610-410-0	pad buffer 20 Red, pack of 5			208120663835	\$54.07
School Specialty	01-1100-410-0	index cards			208120563133	\$2.55
School Specialty	01-1100-410-0	paper legal pads			208120563133	\$2.25
School Specialty	01-1100-410-0	envelopes white			208120563133	\$7.20
School Specialty	01-1100-410-0	paper legal pads			208120563133	\$6.98
School Specialty	01-1100-410-0	sticky pads			208120563133	\$181.35
School Specialty	01-1100-410-0	ring book			208120563133	\$2.19
School Specialty	01-1100-410-0	sheet protectors			208120563133	\$7.45
School Specialty	01-1100-410-0	book security log			208120563133	\$17.43
Sub Total						\$281.47
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27851	S & S Worldwide	\$36.48	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
S & S Worldwide	01-2130-410-0	coldpacks			10256011	\$31.08
S & S Worldwide	01-1100-410-0	craft foam sheets			10256011	\$5.40
Sub Total						\$36.48

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27843	AL WUSK ELECTRIC	\$250.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
AL WUSK ELECTRIC	06-2510-318-0	lunchroom/kitchen updates			6625	\$250.00
Sub Total						\$250.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27846	CenterPoint Energy Services Retail, LLC	\$407.04	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
CenterPoint Energy Services Retail, LLC	01-2610-321-0	center point			3246953	\$407.04
Sub Total						\$407.04
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27850	Nebraska Council School Admin	\$565.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Nebraska Council School Admin	01-2320-630-0	NASA Membership			6.22.18	\$565.00
Sub Total						\$565.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27855	ZAGER, ANNA	\$329.96	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ZAGER, ANNA	01-2610-410-0	2 gal paint			6.30.18	\$65.96
ZAGER, ANNA	01-2610-410-0	signs			6.30.18	\$264.00
Sub Total						\$329.96
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27849	Lakeshore Learning Materials	\$39.99	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount

Lakeshore Learning Materials	01-1100-410-1	Learning Center Pocket Charts- Set of 6	17-2175	04/24/2018	17-2175	\$39.99
Sub Total						\$39.99
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
262	First National Bank	8059655	27845	Buss Pest Control	\$131.67	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Buss Pest Control	01-2610-318-0	pest control			6.22.18	\$131.67
Sub Total						\$131.67
Grand Total						\$125,686.66

Estimated Payroll \$ 209,697.10

Total to be

Approved **\$335,383.76**

\$14,877.50 is sick pay-out

Sterling Public Schools

Voucher by Warrant 6/12/18-7/12/2018

Warrant Date	Warrant Number	Vendor	Amount
07/10/2018	27813	Alert Solutions Inc.	\$750.00
07/10/2018	27814	Anderson's	\$17.99
07/10/2018	27815	Apple Inc.	\$85,370.00
07/10/2018	27816	CAPITAL BUSINESS SYSTEMS, INC	\$1,035.47
07/10/2018	27817	Computers Etc.	\$102.39
07/10/2018	27818	ESU #4	\$14,153.47
07/10/2018	27819	ESU #5	\$1,129.65
07/10/2018	27820	ESU #6	\$51.82
07/10/2018	27821	ESU Coordinating Council	\$292.00
07/10/2018	27822	ESU#2	\$500.00
07/10/2018	27823	Fairfield Inn & Suites	\$139.95
07/10/2018	27824	Flinn Scientific Inc	\$240.95
07/10/2018	27825	JET STOP INC.	\$685.95
07/10/2018	27826	Menards	\$141.69
07/10/2018	27827	MISSOULA CHILDREN'S THEATRE	\$500.00
07/10/2018	27828	Moore Medical	\$50.64
07/10/2018	27829	NASB	\$155.00
07/10/2018	27830	Nebraska Public Power Distric	\$3,339.01
07/10/2018	27831	ONE SOURCE	\$45.00
07/10/2018	27832	Prime Communications	\$7,914.31
07/10/2018	27833	Recycling Enterprises	\$60.00
07/10/2018	27834	SOCS	\$1,425.00
07/10/2018	27835	SOUTHEAST COMMUNITY COLLEGE	\$60.00
07/10/2018	27836	UNITE PRIVATE NETWORKS, LLC	\$554.00
07/10/2018	27837	Village Of Sterling	\$172.00
07/10/2018	27838	WASTE CONNECTIONS OF NEBRASKA	\$465.00
07/10/2018	27839	Water Engineering Inc.	\$135.00
07/10/2018	27840	Waymire Well Drilling, Inc.	\$26.32
07/10/2018	27841	Wusk Power Equipment & Repair	\$10.00
07/12/2018	27843	AL WUSK ELECTRIC	\$250.00
07/12/2018	27844	Angela Bianchi	\$18.96
07/12/2018	27845	Buss Pest Control	\$131.67
07/12/2018	27846	CenterPoint Energy Services Retail, LLC	\$407.04
07/12/2018	27847	ESU #4	\$500.00
07/12/2018	27849	Lakeshore Learning Materials	\$39.99
07/12/2018	27850	Nebraska Council School Admin	\$565.00
07/12/2018	27851	S & S Worldwide	\$36.48
07/12/2018	27852	School Specialty	\$281.47
07/12/2018	27853	Staples	\$2,655.48
07/12/2018	27854	VOSS LIGHTING	\$948.00

07/12/2018	27855	ZAGER, ANNA	\$329.96
Sub Total			\$125,686.66

Estimated Payroll \$ 209,697.10
Total to be Approved \$335,383.76

\$14,877.50 is sick pay-out

Sterling Public Schools

Voucher by Warrant 6/12/18-7/12/2018

Warrant Date	Warrant Number	Vendor	Amount
07/10/2018	27813	Alert Solutions Inc.	\$750.00
07/10/2018	27814	Anderson's	\$17.99
07/10/2018	27815	Apple Inc.	\$85,370.00
07/10/2018	27816	CAPITAL BUSINESS SYSTEMS, INC	\$1,035.47
07/10/2018	27817	Computers Etc.	\$102.39
07/10/2018	27818	ESU #4	\$14,153.47
07/10/2018	27819	ESU #5	\$1,129.65
07/10/2018	27820	ESU #6	\$51.82
07/10/2018	27821	ESU Coordinating Council	\$292.00
07/10/2018	27822	ESU#2	\$500.00
07/10/2018	27823	Fairfield Inn & Suites	\$139.95
07/10/2018	27824	Flinn Scientific Inc	\$240.95
07/10/2018	27825	JET STOP INC.	\$685.95
07/10/2018	27826	Menards	\$141.69
07/10/2018	27827	MISSOULA CHILDREN'S THEATRE	\$500.00
07/10/2018	27828	Moore Medical	\$50.64
07/10/2018	27829	NASB	\$155.00
07/10/2018	27830	Nebraska Public Power Distric	\$3,339.01
07/10/2018	27831	ONE SOURCE	\$45.00
07/10/2018	27832	Prime Communications	\$7,914.31
07/10/2018	27833	Recycling Enterprises	\$60.00
07/10/2018	27834	SOCS	\$1,425.00
07/10/2018	27835	SOUTHEAST COMMUNITY COLLEGE	\$60.00
07/10/2018	27836	UNITE PRIVATE NETWORKS, LLC	\$554.00
07/10/2018	27837	Village Of Sterling	\$172.00
07/10/2018	27838	WASTE CONNECTIONS OF NEBRASKA	\$465.00
07/10/2018	27839	Water Engineering Inc.	\$135.00
07/10/2018	27840	Waymire Well Drilling, Inc.	\$26.32
07/10/2018	27841	Wusk Power Equipment & Repair	\$10.00
07/12/2018	27843	AL WUSK ELECTRIC	\$250.00
07/12/2018	27844	Angela Bianchi	\$18.96
07/12/2018	27845	Buss Pest Control	\$131.67
07/12/2018	27846	CenterPoint Energy Services Retail, LLC	\$407.04
07/12/2018	27847	ESU #4	\$500.00
07/12/2018	27849	Lakeshore Learning Materials	\$39.99
07/12/2018	27850	Nebraska Council School Admin	\$565.00
07/12/2018	27851	S & S Worldwide	\$36.48
07/12/2018	27852	School Specialty	\$281.47
07/12/2018	27853	Staples	\$2,655.48
07/12/2018	27854	VOSS LIGHTING	\$948.00
07/12/2018	27855	ZAGER, ANNA	\$329.96
Sub Total			\$125,686.66

Estimated Payroll \$ 209,697.10
Total to be Approved \$335,383.76

\$14,877.50 is sick pay-
out

Depreciation Fund 02
 Opening Balance 6/1/18

\$ 375,878.51

Expenditure		
Description	June	Total Fiscal Year
2510 - BUSINESS SERVICES	\$0.00	(\$9,168.59)
2610 - MAINTENANCE AND OPERATION OF BULDING	\$0.00	(\$13,060.00)
2750 - REGULAR PUPIL TRANSPORTATION	\$0.00	(\$22,900.00)
Sub Total	\$0.00	(\$45,128.59)
Revenue		
Description	June	Total Fiscal Year
5500 - TRANSFERS FROM FUNDS (INCOMING)	\$0.00	\$0.00
Sub Total	\$0.00	\$0.00

Balance as of 6/30/2018 \$ 375,878.51

Employee Benefit 03

Opening Balance 6/2018 \$ **12,192.76**

Expenditure	
Description	June
2510- BUSINESS SERVICES	\$265.31
Sub Total	\$265.31

Revenue	
Description	June
1900 - OTHER LOCAL RECEIPTS	\$0.00
1990 - OTHER LOCAL RECEIPTS	\$181.00
Sub Total	\$181.00

Balance \$ 12,108.45

General Fund 01

Opening Balance 6/1/2018

\$ 1,074,009.07

Remaining Budget 42%

Expenditure			
Description	June	Total Fiscal Year	Budget (YTD)
1100 - REGULAR INSTRUCTIONAL PROGRAMS	(\$142,216.43)	(\$1,095,819.56)	(\$1,824,996.00)
1105 - PRESCHOOL	(\$8,267.64)	(\$72,487.27)	(\$84,154.00)
1160 - POVERTY PROGRAMS	\$0.00	\$0.00	\$0.00
1200 - SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	(\$31,027.40)	(\$287,005.84)	(\$410,000.00)
2120 - GUIDANCE SERVICES	(\$6,557.73)	(\$84,281.03)	(\$102,100.00)
2130 - HEALTH SERVICES	(\$1,230.00)	(\$1,472.96)	\$0.00
2190 - OTHER PUPIL SUPPORT SERVICES	(\$6,507.73)	(\$77,297.96)	(\$166,500.00)
2222 - SCHOOL LIBRARY SERVICES	(\$1,978.72)	(\$15,540.95)	(\$45,000.00)
2224 - EDUCATIONAL TELEVISION SERVICES	(\$7,043.07)	(\$70,465.21)	\$0.00
2230 - EXECUTIVE ADMIN SERVICES	(\$5,763.21)	(\$39,541.30)	(\$110,000.00)
2310 - BOARD OF EDUCATION	(\$933.57)	(\$20,609.63)	(\$55,000.00)
2320 - EXECUTIVE ADMINISTRATION SERVICES	(\$14,487.70)	(\$134,739.39)	(\$165,000.00)
2410 - OFFICE OF THE PRINCIPAL	(\$18,081.49)	(\$92,897.95)	(\$115,000.00)
2500 - SUPPORT SERVICES - BUSINESS	(\$5,867.95)	(\$113,462.95)	\$0.00
2520 - VEHICLE ACQUISITION AND MAINTENANCE OTHER THAN	(\$1,700.00)	(\$1,700.00)	(\$160,000.00)
2610 - MAINTENANCE AND OPERATION OF BUILDING	(\$16,419.77)	(\$184,642.24)	(\$350,000.00)
2750 - REGULAR PUPIL TRANSPORTATION	(\$7,545.17)	(\$90,923.98)	(\$219,000.00)

2760 - SCHOOL AGE SPECIAL EDUCATION PUPIL	(\$1,126.72)	(\$14,226.58)	(\$40,000.00)
3135 - HIGH AMILITY LEARNERS	\$0.00	(\$2,900.00)	\$0.00
4210 - TITLE I NCLB IMPROVING BASIC PROGRAMS	(\$7,191.51)	(\$71,039.37)	(\$92,750.00)
4211 - TITLE I SUMMER TUTORING	\$0.00	(\$1,144.93)	\$0.00
4404 - IDEA PART B (611) BASE ALLOCATION - BIRTH THROUGH	(\$3,621.05)	(\$14,013.61)	(\$48,000.00)
4406 - IDEA PRESCHOOL	\$0.00	(\$3,354.00)	(\$10,000.00)
4410 - IDEA ENROLLMENT/POVERTY (611)	\$0.00	(\$31,766.02)	(\$27,000.00)
4992 - REAP	\$0.00	(\$28,429.00)	(\$25,000.00)
6000 - SUMMER SCHOOL	\$0.00	\$0.00	(\$4,000.00)
8000 - TRANSFERS (OUTGOING)	\$0.00	\$0.00	(\$177,500.00)
Sub Total	(\$287,566.86)	(\$2,549,761.73)	(\$4,381,500.00)

Revenue

Description	June	Total Fiscal Year
1000 - LOCAL RECEIPTS	\$0.00	\$217,191.18
1110 - LOCAL PROPERTY TAXES	\$377,979.90	\$2,071,085.65
1115 - CARLINE TAXES	\$0.00	\$4,455.47
1120 - PUBLIC POWER DISTRICT SALES TAX	\$0.00	\$14,128.95
1125 - MOTOR VEHICLE TAXES	\$7,000.94	\$95,934.06
1210 - TUITION RECEIVED FROM OTHER DISTRICTS (REGULAR	\$0.00	\$0.00
1215 - TUITION RECEIVED FROM EDUCATIONAL ENTITIES	\$0.00	\$31,154.93
1230 - TUTION RECEIVED FROM OTHER SCHOOL DISTRICTS	\$0.00	\$0.00
1250 - SUMMER SCHOOL TUITION AND FEES	\$2,650.00	\$3,325.00

1260 - ADULT EDUCATION TUITION AND FEES	\$0.00	\$0.00
1270 - PRESCHOOL TUITION	\$0.00	\$0.00
1410 - INTEREST	\$130.94	\$1,053.71
1610 - LOCAL LICENSE FEES	\$0.00	\$300.00
1620 - POLICE COURT FINES	\$0.00	\$0.00
1810 - COMMUNITY SERVICE ACTIVITIES	\$0.00	\$0.00
1910 - RENTAL OF SCHOOL EQUIPMENT & FACILITIES	\$0.00	\$850.00
1920 - CONTRIBUTIONS AND DONATIONS	\$0.00	\$1,850.00
1990 - OTHER LOCAL RECEIPTS	\$0.00	\$150.00
2110 - COUNTY FINES AND LICENSE FEES	\$1,398.01	\$11,485.20
2210 - EDUCATIONAL SERVICE UNIT RECEIPTS	\$0.00	\$53.83
3100 - STATE AID	\$0.00	\$421.19
3110 - STATE AID	\$0.00	\$18,461.92
3120 - SPECIAL EDUCATION PROGRAMS	\$19,877.00	\$104,381.00
3125 - SPECIAL EDUCATION TRANSPORTATION	\$0.00	\$11,618.00
3130 - HOMESTEAD EXEMPTION	\$3,851.45	\$15,405.80
3131 - PROPERTY TAX CREDIT	\$0.00	\$161,121.12
3135 - PAYMENTS FOR HIGH ABILITY LEARNERS	\$0.00	\$3,678.00
3180 - PRO-RATE MOTOR VEHICLE	\$0.00	\$4,653.66
3200 - STATE APPORTIONMENT	\$0.00	\$30,057.12
3500 - STATE CATEGORICAL PROGRAMS	\$0.00	\$0.00
3990 - OTHER STATE RECEIPTS	\$180.00	\$180.00
4200 - TITLE I, PART A NCLB	\$19,046.00	\$19,046.00
4210 - TITLE I NCLB IMPROVING BASIC PROGRAMS	\$0.00	\$7,120.00

4310 - TITLE II, PART A NCLB TEACHER QUALITY GRANTS	\$0.00	\$5,962.14
4400 - IDEA	\$0.00	\$0.00
4404 - IDEA PART B (611) BASE ALLOCATION	\$0.00	\$40,547.00
4406 - IDEA PRESCHOOL(619) BASE/IDEA	\$0.00	\$3,886.00
4410 - IDEA ENROLLMENT/POVERTY Part B	\$0.00	\$24,808.00
4455 - MEDICAID ADMINISTRATIVE ACTIVITIES	\$398.54	\$3,763.33
4700 - FEDERAL VOCATIONAL & APPLIED TECHNOLOGY	\$0.00	\$0.00
4991 - IMPACT AREA ENHANCEMENT GRANT	\$0.00	\$360.40
4992 - REAP	\$0.00	\$30,684.17
4997 - NDE/ESU COLLATORATIVE PROJECT	\$0.00	\$421.20
5300 - INSURANCE ADJUSTMENTS	\$0.00	\$7,054.24
5400 - SALE OF PROPERTY	\$100.00	\$670.84
5500 - TRANSFERS FROM FUNDS (INCOMING)	\$10,000.00	\$10,000.00
5690 - OTHER NON-REVENUE RECEIPTS	\$0.00	\$7,722.87
Sub Total	\$442,612.78	\$2,965,041.98

Balance as of 6/30/18

\$1,229,054.99

Lunch Fund 06

Opening Balance 6/2018

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Expenditure		
Description	June	Total Fiscal Year
2100 - SUPPORT SERVICES - PUPILS	(\$5,555.49)	(\$67,872.97)
2610 - MAINT AND OPERATION OF BUILDING	(\$102.50)	(\$298.00)
3100 -	(\$2,129.20)	(\$47,206.54)
Sub Total	(\$7,787.19)	(\$115,377.51)
Revenue		
Description	June	Total Fiscal Year
1410 - INTEREST	\$0.00	\$0.00
1720 - SALE OF LUNCHESES/MILK	\$0.00	\$64,681.79
3150 - STATE REIMBURSEMENT	\$0.00	\$0.00
4800 - FEDERAL REIMBURSEMENT (OF NUTRITION PROGRAMS)	\$3,083.80	\$40,044.11
5500 - TRANSFERS FROM FUNDS (INCOMING)	\$0.00	\$0.00
Sub Total	\$3,083.80	\$104,725.90

Balance as of 6/30/18 **\$25,864.49**

QCPUF 09

Opening Balance 6/2018

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Expenditure		
Description	June	Total Fiscal Year
8000 - TRANSFERS OUTGOING	\$10,000.00	(\$81,425.00)
Sub Total	\$10,000.00	(\$81,425.00)

Balance as of 6/30 #####

Special Building Fund 08

Opening Balance 6/18 \$ 169,482.54

Expenditure		
Description	June	Total (Date Range)
2515 - BUILDINGS AND SITES	\$0.00	(\$64,838.51)
2610 - MAINT AND OPERATION OF BUILDING AND GROUNDS	\$0.00	\$0.00
Sub Total	\$0.00	(\$64,838.51)

Balance as of 6/30/ \$ 169,482.54

Student Fee 05

Opening Balance 6/201 \$ **651.00**

Expenditure		
Description	April	Total Fiscal Year 17-18
1100 - REGULAR INSTRUCTIO NAL PROGRAMS	\$0.00	\$0.00
2190 - OTHER PUPIL SUPPORT SERVICES	\$0.00	(\$244.00)
Sub Total	\$0.00	(\$244.00)

Balance \$ 651.00

CURRICULUM REPORT

Addie Heusman

July 16, 2018

Graduation Survey Data will be shared with the board as a discussion item.

TRANSPORTATION/MAINTENANCE REPORT

Brent Heusman

July 16, 2018

- August board meeting will give update on 80 day inspections and what had to be repaired.
- Dottie & I will be driving the bus routes at the end of the month to determine which roads need some maintenance done and to determine if any routes need to be reorganized.
- Transportation Training will occur on Monday, August 6 in the morning, at ESU #4. There will be a Transportation Meeting at 1:30 that afternoon in Sterling. Staff attending will be: Brent Heusman, Luke Boldt, Dennis Boslau, Cheri Wirthele, Ron Boden and Jay Carpenter. Dottie will be attending the p.m. meeting as well.

Scott Harrington

July 16, 2018

The Back to School Schedule for In-Service Days and the Handbook Changes will be shared with the board.

SUPERINTENDENT REPORT

Dottie Heusman
July 16, 2018

- I will be sending out paperwork to various car dealerships to get the best deal on a car for us to access for transporting students to Auburn, using for meetings as available, and for driver's education next summer.
- It is time for us to be proactive rather than reactive in regards to our heating and cooling systems. I have a quote from Trane in regards to a yearly maintenance plan. I am still waiting for another bid from a company so we have something to compare it to. More information will be shared in August.
- The water heaters have been installed. I found out the first water heater, 50-gallon, went out about a year and a half ago. The new tanks should do what we need them to do in order to equip the elementary, kitchen and locker rooms.
- We have done some electrical and minor construction in the kitchen and cafeteria to be able to move some appliances around to make the space more easily accessible to all the users.
- There are some very old chemicals in the Science Lab that need to be removed. Mrs. Goracke, our new science teacher, is working on this process to determine what needs to be done and how much it will cost to complete. Insurance does not pay for this to disposal.
- AHRS and Clark Enersen have not been fully paid for the Preschool Building. There are a few items that need to be corrected and once these are complete I will be asking the board for authorization to make the final payment.
- The new special education teachers, science teacher, industrial technology teacher, agriculture teacher, and social science teacher have been in frequently to sort through materials that were in their classrooms. They have spent a lot of time doing this. I appreciate their commitment to SPS already!
- I have been in contact with Randy Page about practice times for our volleyball teams to use their gyms. We are also discussing a date for a small board committee from Sterling and Freeman to meet in September.

6400—Parent Involvement
Instruction

Parental/Community Involvement in Schools

Johnson County School District 49-0033, a/k/a Sterling Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Northwest Evaluation Association's Measurement of Academic Progress (M.A.P.) Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.
6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C.
1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: August 17, 2015 Reviewed and Approved July 17, 2017

InstructionTitle I Parental Involvement Policy

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Sterling Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Sterling Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement

It is the expectation of Sterling Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C. Building the schools' and parents' capacity for strong parental involvement.
- D. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.

- E. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
- F. Involving parents in the activities of the schools served under Title I.

Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
- C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire 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. Such compact shall—(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a

format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility

In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand. Use, Distribution, and Updating of this Policy

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Legal Authorities: No Child Left Behind Act of 2001, sections 1118 and 9201(32);
20 U.S.C. §§6318 and 7801(32)

Date of Adoption: 8-18-14
Reviewed: 7-17-17

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

4. Materials Required for Course Projects.

The 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.

5. 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 \$ 30
Covers admission to all extracurricular events
- Student participation fee \$ 0
Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America \$ 25
- National Honor Society \$ 0
- SKILLS \$100
- 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 school district for these items will be \$ 150.00

- Football Students must provide their own football shoes, and undergarments.
- Track, Volleyball, Wrestling ~~Students must provide~~
- Future Farmers of America student must purchase their own jackets and pay dues of \$ 25

6. 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 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.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$ 10.

8. Copies of Student Files or Records.

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

12. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$ 10.00.

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve 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: 7-17-17

Revised on: 7-16-18

Reviewed on:

2002 Organization of the Board

1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.
- c. The terms of office for board members shall be four (4) years and will begin in January following the November election.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers will be taken verbally or by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
 - i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.

- ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
- iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

4. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each school year, the board shall appoint three members to form a Committee on Americanism. The committee's duties shall be those prescribed by Nebraska statutes.

5. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
 - i. A member submits his or her formal resignation from the board.
 - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
 - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
 - iv. Such other reasons as are set forth in Nebraska statutes.

- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: 6-15-15

Revised on: 6-18-18

Reviewed on:

3023

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 is 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.

The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

School-affiliated Social Media Posts. Communication 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.

Adopted on: 8-17-15

Revised on: 7-16-18

Reviewed on: _____

3025
Returned and Outstanding Checks

Returned Checks. Any individual or entity that writes a check to the school district which is returned due to insufficient funds must reimburse the school district in cash for the amount of the check plus the Bank returned check charge. Individuals or entities whose checks are repeatedly returned due to insufficient funds may be prohibited from paying amounts due to the school district via check.

Outstanding Checks. The superintendent will review outstanding checks issued from the school district's accounts. Outstanding checks are those which have not been deposited by the payee within 180 days of issuance. The board authorizes the superintendent or his or her designee to resolve all matters related to outstanding checks, including stopping payment and reissuing checks.

Adopted on: 7-16-18

Revised on: _____

Reviewed on: _____

3040 School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials are

generally not allowed anywhere on school premises.

- ii. Individuals who wish to seek a waiver of the general prohibition against memorials must follow the steps outlined below:
 - a. The individual must first meet with the Superintendent or his/her designee to discuss the request for a memorial.
 - b. If the Superintendent determines that additional review is appropriate, he/she will refer the request for consideration by the crisis team.
 - c. The crisis team will consider:
 - i. The current research regarding the potential psychological harm that could be caused by a memorial;
 - ii. The potential disruption to the school's learning environment;
 - iii. The cost to the district of erecting and/or maintaining a memorial;
 - iv. Whether prior tragedies have been commemorated by a memorial;
 - v. The potential for future tragedies which could necessitate a similar memorial; and
 - vi. Any other factor which the crisis team deems relevant to its recommendation.
 - d. After consideration of the factors outlined above, the crisis team will make a recommendation as to whether the prohibition against memorials should be waived.

- e. The Superintendent will communicate the crisis team's recommendation to the individual requesting the memorial.
 - f. If the crisis team recommends waiver of the prohibition against memorials, the individual who made the initial request must inform the Superintendent if he/she wishes to ask the board to approve the memorial.
 - g. Memorials may only be approved by the board and only after completion of the process outlined in this policy.
- iii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Information technology staff
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external consultants utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: 7-14-14

Revised on: 8-17-15, 6-18-18

Reviewed on: _____

3049

Drones and Unmanned Aircraft

Drones, Unmanned Aircraft Systems, and any other such vehicles ("drones"), which are not operated for purposes of district programs or activities, may not be operated on or above district property without the prior written permission of the superintendent or designee. Any authorized use of drones must comply with all state and federal regulations governing the operation of drones, including FAA regulations.

Drones owned by the district or operated on or above district property with permission must be operated:

1. In compliance with this policy and all other district policies;
2. Only outside the school building(s) in the area authorized or designated by the superintendent or designee;
3. Under the direct supervision of an individual fully trained and skilled in the system's operation;
4. By an individual with the requisite skill and training to safely operate the drone; and
5. Consistent with any other limitations imposed by the superintendent or designee.

Any monitoring or recording of picture, video, or audio by a drone must have the prior written permission of the superintendent or designee and comply with all board policies governing recordings, data, and records.

Any unauthorized use of a drone is strictly prohibited. Devices used in a manner that does not comply with this policy or applicable state and federal law may be confiscated and the operator may be subject to discipline, civil liability, or criminal liability.

Adopted on: 7-16-18

Revised on:

Reviewed on: _____

3050 Technology in the Classroom

I. In General

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

II. Devices

A. Non-district issued electronic devices may be used in the classroom, under supervision of a staff member. Teachers who wish to bring a device into the classroom on a regular or permanent basis, should inform the principal before deploying the device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be used in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
2. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that uses "listen-in" functionality must have that function disabled while the student using the device is in a district classroom. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.
3. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use. The district may at any time direct that a teacher discontinue use of a given device.

- B. Any classroom recordings made by a staff member will be made pursuant to district policy.

III. Applications

A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

C. Staff-Selected Applications.

1. Staff are permitted to select applications for use in the classroom.
2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: 7-16-18

Revised on: _____

Reviewed on: _____

4012 Staff Internet and Computer Use

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

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

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

B. Unacceptable Use While on Duty or on School Property

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

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

II. School Affiliated Websites

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

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

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

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any

electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

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

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986,

as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY, AND STAFF AGREEMENT

In order to make sure that all members of Sterling Public School community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Sterling Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Sterling Public School and I understand and will abide by those district guidelines and conditions for the use of the facilities of Sterling Public School and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Sterling Public School any of its employees, or any institution providing network access to Sterling Public School responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Adopted on: 8-18-14
Revised on: 7-16-18
Reviewed on: _____

4013 Grievance Procedure

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.

Adopted on: 7-16-18

Revised on: _____

Reviewed on: _____

4014 Employment-Related Sexual Harassment

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the

person who feels harassed should report the conduct or communication using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of students is addressed in a separate policy.

Adopted on: 8-17-15

Revised on: 7-16-18

Reviewed on: _____

5008 Pregnant or Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation

A. Generally

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

B. Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. 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.
2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will 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.

B. Educational Process

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.

Adopted on: 7-20-15

Revised on: 7-16-18

Reviewed on: _____

5037
Student Internet and Computer Access

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, 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/mp4 sharing systems.
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 forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at

any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

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

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

- A. 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.
- B. 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.

Student Expectations
Property of Sterling Public Schools
User agrees to abide by Federal/State/Local Laws

I, _____ (print student name) received a copy of the Acceptable Use Policy and have thoroughly read the guidelines established for Sterling Public Schools (also outlined in the student handbook). I agree to abide by these established guidelines and conditions for the use of the facilities of Sterling Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken. I agree not to hold Sterling Public Schools, any of its employees, or any institution providing network access to Sterling Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student Signature

Date

I, _____ (print parent name) received a copy of the Acceptable Use Policy and have thoroughly read the guidelines established for Sterling Public Schools (also outlined in the student handbook). I agree to support these established guidelines.

Parent Signature

Date

Adopted on: 8-18-14
Revised on: 7-16-18
Reviewed on: _____

5062
Lice and Nits

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

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

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

Adopted on: 7-16-18

Revised on:

Reviewed on: _____

6021
**District Criteria for Selecting Evaluators to be Used for Special
Education Evaluation and Verification and Independent Educational
Evaluations**

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.

2. Those Nebraska providers located within 100 miles of the school district.

Adopted on: 7-16-18

Revised on: _____

Reviewed on: _____

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.

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 two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

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

Appointment and Qualifications of a Hearing Examiner. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

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 five school days after the school district receives the initial oral or written request; 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 parents 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 Student 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.

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. 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: 7-16-18

Revised on: _____

Reviewed on: _____

6036

Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. Beginning in 2019-20, the school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment must occur within the first 30 days of the school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must:

- Be provided to any student identified as having a reading deficiency;
- Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

The supplemental reading intervention program may also include:

- Reading intervention techniques that are based on scientific research and best practices;
- Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individual reading improvement plan no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Adopted on: 7-16-18

Revised on: _____

Reviewed on: _____

Elementary Handbook Updates for 2018-2019

- Article 1--Section 2 School Hours: Clarified information about where elementary students should report when they get to school.
- Article 2 Section 2: Absence Information: Notified parents that they can call school anytime before 8:10 a.m. or email the school secretary.
- Article 3 Section 1 Dress Code: Changed wording to match the high school handbook.
- Article 3 Section 10 Harassment: Added Board Policy 5026 Sex Discrimination and Sexual Harassment of Students.
- Article 3 Section 13 Bullying: Added the section. Used Board Policy 5054.
- Article 5 Section 3 Students Who Become Ill and/or Injured: Clarified: Minor cuts and bruises will be given first aid. If it appears that the student may have a broken bone the student's parents will be notified and Rescue Squad Personnel may be called.
- Article 5 Section 9 Head Lice and Nits: Added board policy 5062.
- Article 11 Section 5 Student Fee Guidelines. Updated the information based on what affects the elementary students.
- Article 13 Section 2 Grading System: Changed grading system based on changes made. K, 1st, 2nd & 3rd: A—Advanced, S—Satisfactory, N—Needs Improvement, M—Mastered. 4th-6th stayed the same.
- Article 13 Section 7 Special Education Program: Took out the list of specific criteria of special education categories.
- Added the new Internet Safety Policy 5037.

High School Handbook Changes for the 2018-2019 School Year

Previous Policy

Section 6 Tardies to Class

If a student is tardy first period (1-19 minutes late), that student needs to sign in at the school office. Only first period tardies will accumulate towards detention time. Students will be allowed three (3) tardies per semester. After the third tardy, he/she will be assigned 15 minutes of detention for each tardy. A student who arrives at school after 20 minutes will be considered absent for that period.

Tardies to class (periods 2,3,4,5,6,7,8) will only be excused by the student's preceding teachers if the student has been detained. If a student or students are going to be late to his/her next class, a pass should be obtained before leaving the classroom. All unexcused class tardies between periods 2-8 will be made up at the discretion of the classroom teacher. Students who do not have their tardy time made up will not be allowed to leave the building during the day for school activities. Tardy time may be made up with any teacher, and that teacher is responsible for communicating that information to the principal.

Suggested New Policy

Section 6 Tardies to Class

If a student is tardy first period (1-19 minutes late), that student needs to sign in at the school office. Only first period tardies will accumulate towards detention time. Students will be allowed three (3) tardies per semester. After the third tardy, he/she will be assigned 15 minutes of detention for each tardy. A student who arrives at school after 20 minutes will be considered absent for that period.

Tardies to class (periods 2,3,4,5,6,7,8) will only be excused by the student's preceding teachers if the student has been detained. If a student or students are going to be late to his/her next class, a pass should be obtained before leaving the classroom. All unexcused class tardies between periods 2-8 will be made up at the discretion of the classroom teacher. Students who do not have their tardy time made up will not be allowed to leave the building during the day for school activities. Tardy time must be made up with their first period teacher. A student's first period teacher may allow the student to make up time with another teacher at their discretion. Teachers are responsible for communicating tardy time information to the principal.

Previous Policy

ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

Section 22 Dances

PROM - Only students 9th grade and up, from any school, will be allowed to attend.
HOMECOMING – 7th and 8th graders from Sterling can only attend with a 9th through 12th date, from our school. All dances should be done prior to 12:00 a.m. Out of town dates have to be approved by the administration and under the age of 20. STUDENTS SHALL NOT BE ALLOWED TO LEAVE THE SCHOOL BUILDING DURING A SOCIAL ACTIVITY. ANY STUDENT LEAVING THE BUILDING DURING A SOCIAL ACTIVITY, WITHOUT SPONSOR PERMISSION, SHALL NOT BE ALLOWED TO RE-ENTER.

Suggested New Policy

ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

Section 22 Dances

All dances should be done prior to 12:00 a.m. Out of town dates have to be approved by the administration and under the age of 20. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave. Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance.

Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

PROM - Only students 9th grade and up, from any school, will be allowed to attend.

HOMECOMING – 7th and 8th graders from Sterling can only attend with a 9th through 12th date, from our school.

STUDENTS SHALL NOT BE ALLOWED TO LEAVE THE SCHOOL BUILDING DURING A SOCIAL ACTIVITY. ANY STUDENT LEAVING THE BUILDING DURING A SOCIAL ACTIVITY, WITHOUT SPONSOR PERMISSION, SHALL NOT BE ALLOWED TO RE-ENTER.

Previous Policy

Section 9 Audio/Visual Devices, I-Pods and Cell Phones

Audio/Visual Devices, I-Pods, Cell Phones and headsets, etc. will only be allowed during lunch period. In an emergency, parents can call the school and the student will be able to go to the office to take or make a phone call immediately. If not an emergency a message will be given to the student as soon as they become available. Following the school day, use of cell phones is permitted. Once cell phones/i-pods are in the school administration has the right to check them. Consequences for having or using audio/visual devices, cell phone or I-pod in school will be:

1. First time the device will be taken to the principal and student will pick up at the end of the day from the principal.
2. Second time the device will be taken to the principal and parents must come get the device.

Suggested New Policy

Section 9 Audio/Visual Devices and Cell Phones

Audio/Visual Devices and Cell Phones, **Personal Electronic Devices, Headphones, Earbuds, and etc. used for non-educational purposes** will only be allowed during lunch period. In an emergency, parents can call the school and the student will be able to go to the office to take or make a phone call immediately. If not an emergency, a message will be given to the student as soon as they become available. Following the school day, use of cell phones is permitted. Once **any of the above mentioned items** are in the school, administration has the right to check **or take** them.

Consequences for having or using **Audio/Visual Devices, I-Pods, Cell Phones, Personal Electronic Devices, Headphones, Earbuds, and etc. outside of the approved times** in school will be:

1. First time the device will be taken to the principal and student will pick up at the end of the day from the principal.
2. Second time the device will be taken to the principal and parents must come get the device.

Previous Policy

Section 2 Rotating Study Hall Rules

1. No student can leave the room to go to his/her locker, restroom, etc.
2. Students will have an extra minute to get to class before the rotating study hall to go to the restroom, get books; pick up laptops (if permission is given in advance), etc.
3. Before a student is allowed to leave study hall to see another teacher, go to the computer lab, or go to the library, a phone call or communication to the appropriate instructor **MUST BE MADE BEFORE** the student is allowed to leave the study hall.
4. Teachers **WILL** monitor students; all students will remain in the classroom.
5. RSH schedule will be listed on the weekly flight plan and weekly bulletin.
6. TV's may be on – but only to educational channels, and only if it is not a distraction to students studying in the classroom.
7. Any type of makeup work is encouraged to be done during this time. Teachers and sponsors are encouraged to hold meetings either before school, after school, or during the lunch period. Approval by the Principal will be needed for a meeting to be held during a RSH. Please give the students notice of meetings so they can make adjustments.
8. If there is a meeting scheduled during the study hall time, students **MUST** first go to study hall, and you will be dismissed by the office.
9. There will be **NO** rotating study halls during early dismissals or late starts, following holidays, and Mondays or Fridays. The rotating study halls will begin the Wednesday following Labor Day vacation. Rotating study halls may also be dropped on days when an excessive number of students are absent from school due to scheduled school activities.

Suggested New Policy

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4. Teachers **WILL** monitor students; all students will remain in the classroom.
5. RSH schedule will be listed on the weekly flight plan and weekly bulletin.
6. TV's are to remain off during RSH, unless a request has been approved by administration.

7. Any type of makeup work is encouraged to be done during this time. Teachers and sponsors are encouraged to hold meetings either before school, after school, or during the lunch period. Approval by the Principal will be needed for a meeting to be held during a RSH. Please give the students notice of meetings so they can make adjustments.
8. If there is a meeting scheduled during the study hall time, students MUST first go to their study hall teacher **to check in and you will then be dismissed.**
9. There will be NO rotating study halls during early dismissals or late starts **following holidays, and Mondays or Fridays.** The rotating study halls will begin **the Wednesday** following Labor Day vacation. Rotating study halls may also be dropped on days when an excessive number of students are absent from school due to scheduled school activities.
10. During the last RSH of the week, students may be required to go to a teacher's room if they are on the eligibility list for that class.

Previous Policy

Section 8 Student Fee Guidelines

K-12 Classroom Supplies: A list of recommended items will be available. This is not eligible for a fee waiver.

Field Trip: Admission fees will be the responsibility of the student. This is eligible for a fee waiver.

Activity Pass: This pass will allow admission to school sponsored JV/Varsity home games for the year. This does not include conference tournaments or NSAA sponsored activities. This is not eligible for a fee waiver.

\$20 per student Grades K-6 \$30 per student Grades 7-12 \$50 for Adults

Summer Drivers Education: The fee for Drivers Education will be determined in the spring of the year. Payment or arrangements are due before student is allowed to drive. This is not eligible for a fee waiver.

Physical Education Classes: Students are required to have appropriate clothes and shoes. This is not eligible for a fee waiver.

Class & Organizations Dues: Dues are the responsibility of the student, but are eligible for fee waiver.

Sport Physicals: Responsibility of student, but are eligible for fee waiver.

Speech & One Act Play: Appropriate attire is responsibility of student. This is not eligible for a fee waiver.

Math: A calculator may be recommended and is the responsibility of the student but is eligible for fee waiver.

Music:

Band

- A. Instruments and lesson books are the responsibility of the student, but eligible for fee waiver.
- B. Instrument choices for fee waiver student is school choice.
- C. Personal consumables are the responsibility of the student (reeds, valve oil, etc.)

D. Uniform cleaning is the responsibility of the student but are eligible for fee waiver.

Chorus – Appropriate attire for performance is the responsibility of the student.

Athletics: Shoes, practice shorts, socks and undergarments are the responsibility of the student. Not eligible for a fee waiver.

The school district will provide uniforms and normal protective equipment or pads for the students participating in extracurricular activities. The school district will select the type of equipment which school officials may feel best meets the needs of the school.

The school district will not be responsible for the cost of, or providing equipment or clothing, which may be specially fitted or worn exclusively by a student.

Waivers must be submitted prior to the time of the event and are available on-line, in the school office, or from class sponsors.

Suggested New Policy

Section 8 Student Fee Guidelines

K-12 Classroom Supplies: A list of recommended items will be available. This is not eligible for a fee waiver.

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The school district will not be responsible for the cost of, or providing equipment or clothing, which may be specially fitted or worn exclusively by a student.

Fee waivers must be submitted prior to the time of the event and are available on-line, in the school office, or from class sponsors. **If a student requests and receives a fee waiver and then does not attend the event, the student must repay any fees or registration costs incurred by the school for that student to attend the event.**

Previous Policy

Section 2 Academic Progress/Eligibility

All students must pass a minimum of 20 credit hours the previous semester of attendance according to State standards. Students in grades 7-12 failing two or more classes after the third week of the quarter will not be eligible to participate in any activities involving other schools until their grades are at a passing level. Ineligible week is from the Tuesday following distribution of the academic status report through the following Monday. The student will be expected to improve the grade before report cards are received. The eligibility rule states that a student may not be failing the same class two consecutive weeks. The idea behind this approach is that a student will not continue to fail the same class week after week.

The counselor will compile a weekly academic status list to determine student activity eligibility (see activity handbook). Junior High students not out for the activity are to remain in class and not attend the activity (home or away) without sponsor and administrative approval. It is the student's responsibility to take the initiative to the extra help and to raise his/her grade to a passing level.

Beginning with the first semester after the 3rd week, parents will be notified of students doing work which the teacher feels is below their capabilities. Every quarter after that, the grace period will be the 2nd week. If the student is taking a new class second semester, the 3rd week grace period would apply. Students in grades 7-12 failing two or

more classes after the third week of the first quarter will not be eligible to participate in any activities involving other schools until their grades are at a passing level.

Ineligible week is from the Tuesday following distribution of the academic status report through the following Monday. The student will be expected to improve the grade before report cards are received.

Any student who is ineligible at the end of each quarter will not be allowed to participate during the first week of the next quarter. Students who are ineligible will not be able to use computers for “leisure” purposes. They must have a pass from the teacher to use a computer for school work only.

Suggested New Policy

Section 2 Academic Progress/Eligibility

All students must pass a minimum of 20 credit hours the previous semester of attendance according to State standards. Students in grades 7-12 failing two or more classes after the third week of the quarter will not be eligible to participate in any activities involving other schools until their grades **in every class except one** are at a passing level. Ineligible week is from the **Monday** following distribution of the academic status report through the following Monday. The student will be expected to improve the grade before report cards are received. The eligibility rule states that a student may not be failing the same class two consecutive weeks. The idea behind this approach is that a student will not continue to fail the same class week after week.

The counselor will compile a weekly academic status list to determine student activity eligibility (see activity handbook). Junior High students not out for the activity are to remain in class and not attend the activity (home or away) without sponsor and administrative approval. It is the student's responsibility to take the initiative to the extra help and to raise his/her grade to a passing level.

Beginning with the first semester after the 3rd week, parents will be notified of students doing work which the teacher feels is below their capabilities. Every quarter after that, the grace period will be the 2nd week. If the student is taking a new class second semester, the 3rd week grace period would apply. The eligibility list for the 2nd and 4th quarters will be based on the student's semester grade and not quarter grade. Students in grades 7-12 failing two or more classes after the third week of the first quarter will not be eligible to participate in any activities involving other schools until their grades in every class except one are at a passing level.

Students planning to attend a state or national convention/activity, must be eligible to attend such event at the registration deadline for that event.

Ineligible week is from the Monday following distribution of the academic status report through the following Monday. The student will be expected to improve the grade before report cards are received.

Any student who is ineligible at the end of each quarter will not be allowed to participate during the first week of the next quarter. Students who are ineligible may have to turn in their cell phone, headphones, earbuds, and other personal electronic devices to the office to help them focus on their school work.

Previous Policy

None

Suggested New Policy

Article 12 – STUDENT CONDUCT – RIGHTS WITHDRAWAL AND FEES

Section 2 Academic Integrity

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

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

1. Cheating violates the standards of academic integrity. “Cheating” means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but not necessarily, involve the work of others. Cheating includes, but is not limited to:

A. Tests (includes tests, quizzes and other examinations or academic performances):

- i. Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- ii. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- iii. Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
- iv. Use of Other Student to Take Test: Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- v. Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

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

- i. Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- ii. Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- iii. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or

sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

- iv. Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- v. Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

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

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

- a. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- b. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

Sanctions

The following sanctions can occur for academic integrity offenses:

- 1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
- 2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

This will change the numbering of the remaining sections to Article 12 by bumping them all down a number.

Previous Policy

None

Suggested New Policy

Sterling 1-1 Laptop Acceptable Use Policy

The policies, procedures and information within this document apply to all laptops used at Sterling Public Schools, including any device considered by the administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

A. DISTRIBUTION AND COLLECTION OF LAPTOPS

Laptops will be distributed to all students grades 7-12 after the student and parent(s) are oriented on the operation of and rules and regulations of the user of student laptops. Additionally, parents and students must sign and return the “Laptop Computer Protection Plan” and “Acceptable Technology User Agreement Guidelines” before the laptop can be issued to their child. All parents and students are required to meet with administration prior to the laptop being issued to the student. Laptops will be collected at the end of each school year for the entire summer. Maintenance, cleaning and software installation will be done at this time. Students will retain their original laptop each school year while enrolled at Sterling Public Schools. However, laptops will be restored to their original conditions, on an “as needed” basis. Students will need to backup any files they want to keep.

The Sterling Schools will charge a \$50 per year fee for laptop use by the student. This fee will be paid before a laptop is allowed to leave the schoolhouse. This fee is to cover the cost of repairs and is a way to defray costs to students and parents. If your student qualifies as free and reduced, please make arrangements with the principal for a reduced enrollment fee and/or for a payment plan option.

B. CARE OF LAPTOPS

Students are responsible for the general care of the laptop they have been issued by the school. In addition to providing students with expanded learning opportunities, teaching students responsibility is also at the core of this initiative. Laptops that are broken or fail to work properly must be taken to the principal or technology coordinator.

General Precautions

- No food or drink allowed next to your laptop.
- Cord, cables, and removable storage devices must be inserted and removed carefully from the laptop.
- Students must never loan their laptop to anyone including family members.
- Laptops must remain in an “as received” condition, free of any writing, drawing, stickers, labels or other markings that are not the property of the Sterling Public Schools.
- Laptops must never be left in a car, bus, any vehicle, any unsupervised area, or in locations of extreme heat or cold.
- Students should never carry their laptops while the screen is open.

Carrying Laptops

- Laptops should be in the protective case AT ALL TIMES! But also when transported (such as moving from room to room). The case should NEVER be removed!
- The laptop must be turned off or in sleep mode.

Screen Care

The laptop screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not put any type of pressure on the laptop
- Do not pick the laptop up by the screen.

- Do not place the laptop in an unpadded or unprotected bag.
- Do not poke, scratch, draw on, or place magnets near the screen.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, or discs).
- Clean the screen with a soft, dry, antistatic or microfiber cloth or screen cleaning pad.

Laptop Damage Reimbursement by Student/Parents

Damage to the computer for any reason is the responsibility of the student/parent(s) as follows:

- 1st incident -- 10% student/parent cost of repair
- 2nd incident -- 50% student/parent cost of repair
- 3rd incident -- 100% student/parent cost of repair

If the student intentionally damages the laptop, the student/parent will be responsible for 100% of damage

- Repairs will be determined and made by the Sterling Public Schools at a certified repair specialist.

C. USING YOUR LAPTOP AT SCHOOL

Laptops are required for use at school each day. Teacher activities, school messages, announcements, calendars, schedules, and assignments will be accessed using the laptop computer. Students will be responsible for bringing their laptop to all classes, unless specifically instructed not to do so by their teacher. Students are encouraged to take laptops home for educational use provided that parents have given permission.

Laptops Left at Home

Students leaving their laptops at home will have consequences as determined by each classroom teacher. Students will not be issued a loaner laptop for temporary use.

Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair. This will be at the discretion of the administration and/or technology coordinator.

Laptop Battery Issues

It is the student's responsibility to see that their laptop is charged adequately for the next school day. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences as determined by each classroom teacher; students will not be issued a loaner laptop for temporary use. Ideally, students would leave their charger at home and charge their laptop every night at home.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, cafeteria, gymnasiums, locker rooms, library, classrooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops may be confiscated by staff and taken to the Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

Default Settings

The district laptops are preset to optimal settings and standards. Any changes to the settings including the operating systems, BIOS, or hardware settings is prohibited and may result in disciplinary action.

Storing Your Laptop

When students are not monitoring laptops, they should be stored in their lockers. Nothing should be placed on top of the laptop when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

D. MANAGING FILES, SAVING FILES, PRINTING

Individual laptops will be used to store student work. Students will be logging on the Sterling Public Schools network to back-up their work, to place documents in specific folders, and accessing assignments. School district employees will not configure laptops for home printing. Only school-related material may be placed on the server for backup purpose.

E. LAPTOP SOFTWARE

Applications Software

The software originally installed by SPS must remain on the laptop in unaltered condition. From time to time the school may add software applications in a particular course which may have to be deleted at the completion of the course.

Virus Protection

The laptop has antivirus protection software. Do not install other antivirus programs as they may conflict with the school's software.

Filtering Software

Software programs have been installed to filter inappropriate internet content while the student's laptop is used at school, or anywhere off campus. That filtering software will record websites that students visit while they are using their laptops. Any attempt to circumvent the filter will be grounds for serious consequences.

Inspection

Computers remain the property of the school district whether at school or home, and may be inspected by school staff either directly or remotely at any time. The school has software that allows for remote monitoring of, access to, and control of school laptops. Computers may be confiscated at any time for maintenance or violation checks.

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

Sound

Sound must be muted at all times unless permission is obtained from the teacher.

Personalization

Any media deemed inappropriate by staff may not be used as a background photo or to personalize the laptop or the protective case given by the school that is attached to the laptop. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in actions as detailed in the student handbook. Students may not use stickers, marker, paint etc. to personalize their laptop itself. Students may decorate the snap-on case that is provided by the school. If the student does NOT elect to purchase the device when they graduate or if they leave the district at any time before graduation, they will be charged a \$20 cleaning fee if the snap-on case provided by the school is NOT free of personalization.

Printing

Printing may only be done at the direction of the teacher. Printing should be kept to a minimum as teaching strategies will facilitate digital copies of homework. Students will only be able to print with the assistance of a teacher who will log into the printer to retrieve the student items they wish to print.

Procedures for Reloading Software

If technical difficulties occur or illegal software is discovered, technology staff will re-image the student laptop. If imaging is necessary, students may be assessed the cost of that repair. The school does not accept responsibility for the loss of any software deleted due to reformatting or imaging.

Software Upgrades

Upgrade versions of licensed software may be necessary from time to time. Students will be instructed of what, if any, action will be required to complete the upgrades.

Non-Supported Software

Only software provided by SPS will be supported. Software installed by students, will be done at their own risk and will not be supported by the school. Students may be responsible for any cost to image the laptop or damage done by software.

F. ACCEPTABLE USE POLICY

Educational Purposes Only

The Sterling Public School District is providing access to its computer network and the internet for educational purposes only.

Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of the policy are the following (But not limited to):

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; viewing, selling or promotion of substance or inappropriate material prohibited by the school; intrude into the networks or computers or others; and download or transmit confidential, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

Academic Integrity Policy

The Academic Integrity Policy of Sterling Public Schools is outlined in the Parent-Student Handbook and explains matters related to academic work and honesty. If academic misconduct occurs, sanctions will be imposed against the student according to the policy established in the Parent-Student Handbook.

Failing and Ineligible Students

Students that are on the Ineligible List may be required to follow additional usage rules.

1. If a student is on the ineligible List they may be required to check their laptop in the office during the school day.
2. If a student is on the Ineligible List they may not be required to use other personal electronic devices or headphones, earbuds, etc.

Net Etiquette

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses, which may be offensive to others.
3. Don't assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his or her email address to third parties. Forwarding email without permission is a copyright violation.
4. Be considerate when sending attachments with email. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

G. INTERNET SAFETY

General Warning: Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials, inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and internet and stay away from these sites.

Personal Safety

Users are always cautioned to be safe. Users should not reveal personal information such as home address or telephone number. Users should not divulge real last names or any other information which might allow a person to locate the user. Students should not, under any circumstances, arrange a face-to-face

meeting with someone they “meet” on the computer network or the Internet without their parent’s permission.

Privacy and Safety

Do not go into chat rooms or send chain letters without permission. Do not open, use, or change computer files that do not belong to you. Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords to other people.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is over 18 years of age, the permission of the student himself or herself.

Filtering / Monitoring Measures

Sterling Public Schools will utilize filtering software in an attempt to prevent students from access to Internet sites that are obscene, pornography, or harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to help ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of research or other education projects being conducted by students.

Student Email

Students in need of email for academic reasons will be allowed email through an address assigned by the district.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting or email during class without permission.
- Sterling Public School email is subject to inspection by the school.

H. PRIVACY

Network and Internet access is provided as a tool for the education of every student. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials. This includes the schools laptops while used outside the school setting.

I. FAILURE TO FOLLOW POLICY

The use of the district’s computer network and internet access is a privilege, not a right. Sterling Public Schools has a zero tolerance policy on computer

violations. Students who are not responsible digital citizens could receive the following consequences:

- a recommendation of counseling
- restricting the internet
- loss of the laptop
- the district may also take other disciplinary action as deemed necessary

Computer activity will be monitored by the technology coordinator, principal, counselor, superintendent and teachers. If the student has attempted to access pornography or other inappropriate activity, as determined by the principal, the student will lose internet or computer privileges for the remainder of the school year. If the event occurs in the final quarter of the school year, the student's internet or computer privileges will be removed from the first semester of the following school year.

Previous Policy

None

Suggested New Policy

Below is the student & parental laptop agreement.

LAPTOP CONSENT FORM

Student Expectations

Property of Sterling Public Schools

User agrees to abide by Federal/State/Local Laws

- I understand that the MacBook issued to me belongs to the Sterling School District and that the district has provided it to me only for my educational use.
- I understand that nothing I access, create, or store on the MacBook is private. The computer may be examined by school staff at any time and without notice to me or my parents.
- The MacBook is assigned to me and is ALWAYS my responsibility.
- I will use the MacBook as instructed by teachers, staff or parents.
- I will not bypass or change the MacBook management settings or network management settings.
- I will come to school with the Macbook fully charged and in its case every day.
- I will always carry the MacBook with the lid closed and in the snap-on case provided.
- I will protect the MacBook from food or beverage spills.
- I will follow all copyright laws while using the MacBook.
- I understand that everything I post online may be accessed FOREVER.
- I will not remove or alter any markings identifying the laptop as school property.
- I understand that if I violate any of the rules listed above, my technology privileges may be taken away.
- Every effort will be made to filter internet sites off-site, but the **parent understands that they take full responsibility to monitor student** use while at home.

Laptop Damage Reimbursement by Students/Parents

Damage to the computer for any reason is the responsibility of the student/parent(s) as follows:

- 1st incident -- 10% student/parent repair cost
- 2nd incident -- 50% student/parent repair cost
- 3rd incident -- 100% student/parent repair cost
- **Intentional damage to the laptop, the student/parent will be responsible for 100% of damage.**
 - Repairs will be determined and made by the Sterling Public Schools through a certified repair specialist.

LAPTOP CONSENT FORM

Student Expectations

Property of Sterling Public Schools

User agrees to abide by Federal/State/Local Laws

I, _____ (print student name) received a copy of the Acceptable

Use Policy and have thoroughly read the guidelines established for Sterling Public Schools (also outlined in the student handbook). I agree to abide by these established guidelines and conditions for the use of the facilities of Sterling Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I

commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken. I agree not to hold Sterling Public Schools, any of its employees, or any institution providing network access to Sterling Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student Signature

Date

I, _____ (print parent name) received a copy of the Acceptable Use Policy and have thoroughly read the guidelines established for Sterling Public Schools (also outlined in the student handbook). I agree to support these established guidelines.

Parent Signature

Date

MacBook Serial #

Sterling Serial #

Charging Cord Serial #

\$50 Non-refundable Deposit Check # or Cash

Previous Policy

None

Suggested New Policy

ARTICLE 3 – DRESS CODE – HARASSMENT – CODE OF ETHICS

Section 11 Bullying – Student Policy #5054

Definition 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 of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district’s student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

NOTE:

This will change the section numbers of the following sections in Article 3:

- **Standards and Sanctions** will now be Section 12
- **Disciplinary Sanctions for Violating Standards of Conduct** will now be Section 13

Previous Policy

ARTICLE 15 - INTERNET SAFETY AND ACCEPTABLE USE POLICY

A. Internet Safety Policy

It is the policy of Sterling Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for

the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses. The following are unacceptable uses of the technology resources:
 - a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
 - b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.
 - a. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

b. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

c. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users 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 a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails

that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

New Policy

Student Internet and Computer Access

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

- A. Students may use the Internet to conduct research assigned by teachers.
- B. Students may use the Internet to conduct research for classroom projects.
- C. Students may use the Internet to gain access to information about current events.
- D. Students may use the Internet to conduct research for school-related activities.
- E. 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 e-mail, 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/mp4 sharing systems.
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 forge electronic mail messages or web pages.

II. **Enforcement**

A. Methods of Enforcement

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

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

- a. Loss of computer privileges;
- b. Short-term suspension;
- c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
- d. Other discipline as school administration and the school board deem appropriate.

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

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

A. 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.

B. 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.

Previous Policy

ARTICLE 3 – DRESS CODE HARASSMENT – CODE OF ETHICS

Section 12 Disciplinary Sanctions for Violating Standards of Conduct

Violations of the standards of conduct will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspensions, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

Short Term Suspension - removal from school or classrooms for at least one class period but not more than 5 school days. This may be in school or out of school suspension. Long Term Suspension - removal from school for a period exceeding 5 school days but less than 20 school days.

Expulsion - removal from school for the period not to exceed the remainder of the school year in which the violation took place.

Students removed from school for an out of school suspension or expulsion will, under the above sanctions, will not be on the school grounds during school hours or for any activities during the period of the sanction. They will not be allowed to participate in activities, practices or contest during the sanction. Those students receiving in school suspension for a standard conduct violation will not be allowed to participate in extracurricular activities, practices or contest during the sanction.

The student will have an option of a reduced sanction by entering an alcohol/drug/tobacco treatment program at their own expense. The student must show progress or successful completion of the program during or before reinstatement. The reduction of the sanction will be determined by the Administration and the Board of Education.

NOTE: Students out for extra-curricular activities may have other specific rules and sanctions which will be provided by the sponsor of the activity upon joining.

Discipline Progression per Semester:

1. When a student receives a third discipline form resulting in detention or other serious misconduct, he or she must sign a contract saying that he or she will serve a one day of in-school suspension if he or she earns another discipline form.
2. If a student earns another discipline form, he or she will sign a contract saying he or she will serve two days of in-school suspension.
3. If the student earns yet another discipline form, he or she will sign a contract saying he or she will serve A three day in-school suspension.

4. If a student receives any more discipline forms, an out of school suspension will result. Parents will be notified all along the process and will receive a copy of the signed contract. Discipline forms will be cumulative until the end of the semester and then start anew at the beginning of a new semester.

New Policy

ARTICLE 3 – DRESS CODE HARASSMENT – CODE OF ETHICS Section 12 Student Discipline – Student Policy #5101

DOTTIE'S NOTES: DO NOT USE THE WORDING BELOW. INSTEAD USE THE ACTUAL POLICY.

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, 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.

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.

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.

add this in the end in green.

NOTE: Students out for extra-curricular activities may have other specific rules and sanctions which will be provided by the sponsor of the activity upon joining.

Discipline Progression per Semester:

1. When a student receives a third discipline form resulting in detention or other serious misconduct, he or she must sign a contract saying that he or she will serve a one day of in-school suspension if he or she earns another discipline form.
3. If a student earns another discipline form, he or she will sign a contract saying he or she will serve two days of in-school suspension.
4. If the student earns yet another discipline form, he or she will sign a contract saying he or she will serve A three day in-school suspension.
5. If a student receives any more discipline forms, an out of school suspension will result.

Parents will be notified all along the process and will receive a copy of the signed contract. Discipline forms will be cumulative until the end of the semester and then start anew at the beginning of a new semester.

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 following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: that the student work is completed by the end of the second day of the students return after their suspension.

Emergency Exclusion

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

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 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.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury

- caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
 5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see *also board policy on weapons and firearms*);
 6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
 7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
 8. Engaging in bullying as defined in section 79-2,137 and in these policies;
 9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults 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, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;

e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

f. Possession of pornography;

g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);

h. Engaging in 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 cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting

or sending rumors or gossip to instigate others to dislike and gang up on the target;

j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and

k. Any other violation of a 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. 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.

2. 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.
3. 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.
 4. 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.
 5. 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.
 6. 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 state law that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of state law that endangers the health and welfare of staff or students;
5. It is a violation of state law that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Previous Policy

ARTICLE 1 – SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE

Section 2 School Hours

Students are asked not to enter the building before 7:45 a.m. If out of necessity a student must be in the building earlier, he/she must remain in the cafeteria until 7:55 a.m. Students not riding the buses are asked not to come to school before the time the building is opened unless they are to be under the supervision of a teacher. When students enter the first class, they are to remain there until the bell rings unless given permission to visit a teacher or the office by the first period teacher.

Students are not permitted to remain in the building after school has been dismissed unless they are in a specific room under the supervision of a teacher or participating in an extracurricular activity.

No student is to leave the building during the hours that school is in session without an excuse from the parent or the permission granted by the Principal. Students must sign in and out of the building by the front office.

Suggested New Policy

ARTICLE 1 – SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE

Section 2 School Hours

Students are asked not to enter the building before 7:45 a.m. If out of necessity a student must be in the building earlier, all 9-12 grade students must remain in the cafeteria until 7:55 a.m. Junior High students (grades 7-8) may report to the Music Room if they are registered for the class that is being held on that day (Band M, W, F and Chorus T & Th). 7th & 8th grade students not in the course need to report to the cafeteria. k, Students not riding the buses are asked not to come to school before the time the building is opened unless they are to be under the supervision of a teacher. When students enter the

first class, they are to remain there until the bell rings unless given permission to visit a teacher or the office by the first period teacher.

Students are not permitted to remain in the building after school has been dismissed unless they are in a specific room under the supervision of a teacher or participating in an extracurricular activity.

No student is to leave the building during the hours that school is in session without an excuse from the parent or the permission granted by the Principal. Students must sign in and out of the building by the front office.

CERTIFIED HANDBOOK UPDATES FOR 2018-2019

Communication Information:

- Updated to include the Weekly Flyby (from Scott) as well as encouraging the certified staff to share information with Scott to be included in that document and the Weekly Bulletin.

Teaching Certificates:

- Previous wording: All teachers are reminded that provisions of state law require all teacher certificates to be registered prior to your first pay day. Failure to comply with the above state regulation will result in withholding your pay.
- Changed to: Provisions of state law require all teacher certificates are registered with the Superintendent's Office prior to the first day of school. Failure to comply with the above state regulation will result in a teacher not being allowed to teach.

Mail and E-mail:

- Added: Mailboxes must be cleaned out at least every other day.

Injury:

- Changed the wording about a broken bone to match the wording in the student handbook. If a student breaks a bone we will notify parents and the rescue squad if needed.

Use of School and Office Equipment:

- Added: High school teachers: with the new 1-1 World Initiative the need to copy items should be greatly reduced.

Payment for Purchases made to Certified Teachers (NEW SECTION)

- Wording: Certified staff members should never purchase items that they want reimbursed for without prior administrative approval. These purchase will be denied for reimbursement if the proper approval has not occurred. The best way to assure this does not occur is to go through the electronic purchasing process. If prior approval for individuals is attained a detailed, itemized receipt must be presented per board policy.

Supervision:

- Added a bullet: Be moving and not stay in one stationary position when on recess duty.
- Added: Be careful with their language. The use of profanity, abusive **or degrading** language should never be used.
- Underlined the statement: Students are not to be left unsupervised at any time.

School Breakfast and Lunch:

- Added: Outstanding staff lunch balances will be taken out of staff paychecks if not paid in a timely manner.

Substitutes and Lesson Plans:

- Added: It is the expectation that teachers have lesson plans for substitute teachers. The academic work must continue when a teacher is absent. Scheduling a study hall on a day when you are absent is NOT permissible.

Organizations:

- Added: Sterling School Boosters: All teachers are encouraged to attend at least one meeting a year.

Staff Internet and Computer Use Board Policy #4012

- Updated with the new policy

School Meal Program & Meal Charges:

- Deleted this section. Not relevant to teachers.

Board Member Code of Conduct

NEBRASKA ASSOCIATION OF SCHOOL BOARDS

MARCIA R. HERRING
DIRECTOR OF BOARD LEADERSHIP

BOARD MEMBER CODE OF CONDUCT

The Association advocates that each board adopt and adhere to a Code of Conduct policy. This aids in the board's responsibility to carry out the important education decision-making role while maintaining effective relationships with school administrators, staff, and community members. Given the complexity of the education governance structure, nothing is more important than clarifying appropriate roles and responsibilities for the school board, superintendent, and principal(s).

A school board member has no legal powers unless participating at a meeting that complies with the Nebraska Open Meetings Law, or acting on behalf of the school board after the board formally grants authority to do so. Thus, it is essential that every school board member work as a member of the broader leadership team to perform board duties and act in a manner consistent with the Code.

Note: Board members can demonstrate personal commitment to the Code by signing this document signifying agreement to uphold the principles of the Code, both, in letter and spirit.

Many school boards post a copy of the signed Code in the front entrance of the school(s). This public display of school leadership team commitment sends a powerful message and sets the tone for how the business of education will be conducted in the schools and community.

As citizens of the United States, board members have certain Constitutional rights, including freedom of speech that cannot be taken away, whether or not you choose to sign this document. The only sections of this Code that require legal compliance are the "conflict of interest" and "act only as a member of the board." All other sections represent best practice.

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to the responsibility of duty.

Each board member shall follow the code of conduct:

As a Board Member

- I will listen.
- I will respect the opinion of others.
- I will recognize the integrity of my predecessors and the merit of their work.
- I will be motivated only by an earnest desire to serve the school district and the students in the best possible way.
- I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
- I will vote for a closed session of the board if the situation requires it, but I will consider "secret" sessions of board members unethical.

- I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
- I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
- I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
- I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
- I will express my honest and most thoughtful opinions in board meetings in an effort to have decisions made for the best interest of the students and the education program.
- I will abide by majority decisions of the board.
- I will carefully consider petitions, resolutions, and complaints and will act in the best interest of the school district.
- I will not discuss the confidential business of the board.
- I will endeavor to keep informed on local, state, and national educational developments of significance.

Board Governance

- Attend all regularly scheduled board meetings, insofar as possible, and review advance materials provided.
- Respect the confidentiality of privileged information and make no individual decisions or commitments that would compromise the board or administration.
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.
- Maintain a priority board focus on policymaking, goal setting, planning process, and evaluation. Most importantly increasing student learning and achievement and ensuring efficient use of education resources.
- Comply with Board policy, all applicable local, state and federal laws and regulations and guidance from the superintendent, when making board decisions.
- Encourage individual board member expression of opinion and establish an open, two-way communication process between the board and students, staff, and all elements of the community.
- Remain current with changing needs and requirements pertaining to educational issues through individual study and by participating in board learning opportunities such as those sponsored by the Nebraska and National School Boards Associations, the

Nebraska Department of Education, and other education organizations.

- Recognize that a board member's responsibility, together with fellow board members, is to ensure the school district provides a quality education for all students.
- In consultation with the superintendent and district administrators, set education goals for the school(s).
- Maintain confidentiality of information and discussion conducted in closed session.
- Review essential facts, consider others' ideas, and then present personal opinions during board deliberations but, once the board vote has been taken, support board decisions regardless of how individuals voted.
- Act only as a member of the board and do not assume any individual authority when the board is not in session, unless otherwise directed by the board.
- Rely on school policies that are continually updated and aligned with Nebraska and federal education laws, and guidance from the superintendent, when making board decisions.
- Request recommendations from the superintendent and seek legal counsel, when required for full and informed board consideration of issues requiring legal expertise.
- Expect an equitable amount of board meeting time be spent both learning about educational programs and conducting the business of the board.
- Maintain a priority board focus on increasing student learning and ensuring efficient use of education resources.
- Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Voice opinions respectfully and maintain good relations with other board members, administrators, school staff, and members of the public.
- Be informed about educational issues through individual study and by participating in board development opportunities such as those sponsored by the Nebraska and National School Boards Associations, the Nebraska Department of Education, and other education organizations.
- Support new school board members by sharing your experience and knowledge.
- Ensure that adequate board orientation and team building opportunities are available for board members and administrators.
- Associate with board members from other school districts to discuss school problems and collaborate on school improvement initiatives.

Board – Superintendent Relations

- Respect that the superintendent of schools and his or her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.
- Ensure strong management of the school system by hiring, setting goals with and evaluating the Superintendent.
- Provide policy support for school administrators in the performance of their duties and delegate authority commensurate with those responsibilities.
- Expect the superintendent to keep the board adequately informed through regular written and oral communications.
- Refer complaints, requests, and concerns to the superintendent.
- Avoid making commitments that may compromise the decision-making ability of the board or administrators.
- Maintain open and candid communication with the superintendent.
- Hold the superintendent accountable by jointly creating job performance standards and at least annually performing a comprehensive evaluation process based on the job description, contract, and identified performance standards.
- Recognize that a board member's responsibility is to see that schools are well run, but not to run them.

Personnel Relations

- Seek to employ the most qualified school staff and insist on regular, impartial employee evaluations.
- Hire no superintendent, principal, or teacher already under contract with another school district unless the person has formally been released from his or her contract.
- Individual board members shall not give directives to any school administrator or employee, publicly or privately.

Community Relations

- Perform a liaison communications role by respecting the needs of both the community and the school.
- Consider the needs of the entire community and vote for what is best for students.
- Encourage collaboration between the school and community.
- Request that periodic surveys be conducted with the community to assess the quality of education services and use the data to establish and monitor goals.

Conflict of Interest

- Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote.
- Do not receive anything of value by contract or otherwise, from the school district you serve unless it is received:
 - as a result of a contract accepted after a public bid.
 - in public recognition of service or achievement.
 - as expenses allowed by law for official duties performed as a member of such board.
- Follow the school board conflict of interest policy regarding the appearance of conflict of interest.

(Optional Signature)

I agree to abide by the principles outlined in the Board of Education Code of Conduct and will do everything in my power to work as a productive member of the leadership team.



Board Member



Board Member



Board Member



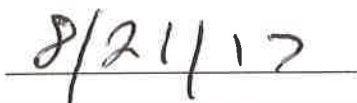
Board Member



Board Member



Board Member



Date

3047 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. Staff members with access to district devices,
4. 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 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.

3. 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 Effected 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: 8-20-18

Revised on: _____

Reviewed on: _____

5026

Sex Discrimination and Sexual Harassment of Students

I. Sex Discrimination

- A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.
- B. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

II. Sexual Harassment

- A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.
- B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:
- C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

- D. A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.
- E. Retaliation against students who make good faith reports of sexual harassment is prohibited.

III. Disciplinary Decisions

- A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.
- B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.
- C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

Adopted on: 8-17-15

Revised on: 8-20-18

Reviewed on: _____

5035 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, 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.

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.

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 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.

Emergency Exclusion

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

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 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.

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

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

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

influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults 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, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and

any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in 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 cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and

- k. Any other violation of a 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. 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.

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 state law that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of state law that endangers the health and welfare of staff or students;
5. It is a violation of state law that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: 6-6-14

Revised on: 8-20-18

Reviewed on: _____

5064 Bed Bugs

Students found to have bed bugs will not be permitted at school and will be sent home or removed from contact with other students. Upon discovering the presence of any indication of bed bugs 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 parent(s) or guardian(s) have confirmed that successful treatment has occurred.

The student cannot ride the school bus, effective immediately upon discovery by the school, until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.

Adopted on: 7-16-18

Revised on:

Reviewed on:

SCHOOL DISTRICT CENSUS REPORT 2018

NDE 02-023
Revised 5/2018
Date Due: July 20

County-District Number:	District Name:	District City:	Class of District:
49-0033-000	STERLING PUBLIC SCHOOLS	STERLING	3

This is the school district's official consolidated census report of children. Please refer to Section 79-528(1) of the Nebraska Revised Statutes for the state requirements in completing this form. The purpose of this form is to report the count of children age five through eighteen years by age, county and school district in which they reside on June 30. Please keep a copy for your files.

Age	COUNTY NAMES AND NUMBERS					
	JOHNSON 49	OTOE 66		Johnson 2017		Otoe 2017
Age 5	12	2		7		2
Age 6	11	1		10		1
Age 7	18	0		15		2
Age 8	15	1		10		2
Age 9	9	2		8		0
Age 10	10	0		18		5
Age 11	19	2		12		3
Age 12	14	2		14		3
Age 13	15	2		12		6
Age 14	13	4		15		2
Age 15	16	2		14		3
Age 16	14	2		14		2
Age 17	17	1		19		7
Age 18	15	6		9		5

This document is for district files. Do not submit to NDE.

Main Menu

Sterling High School

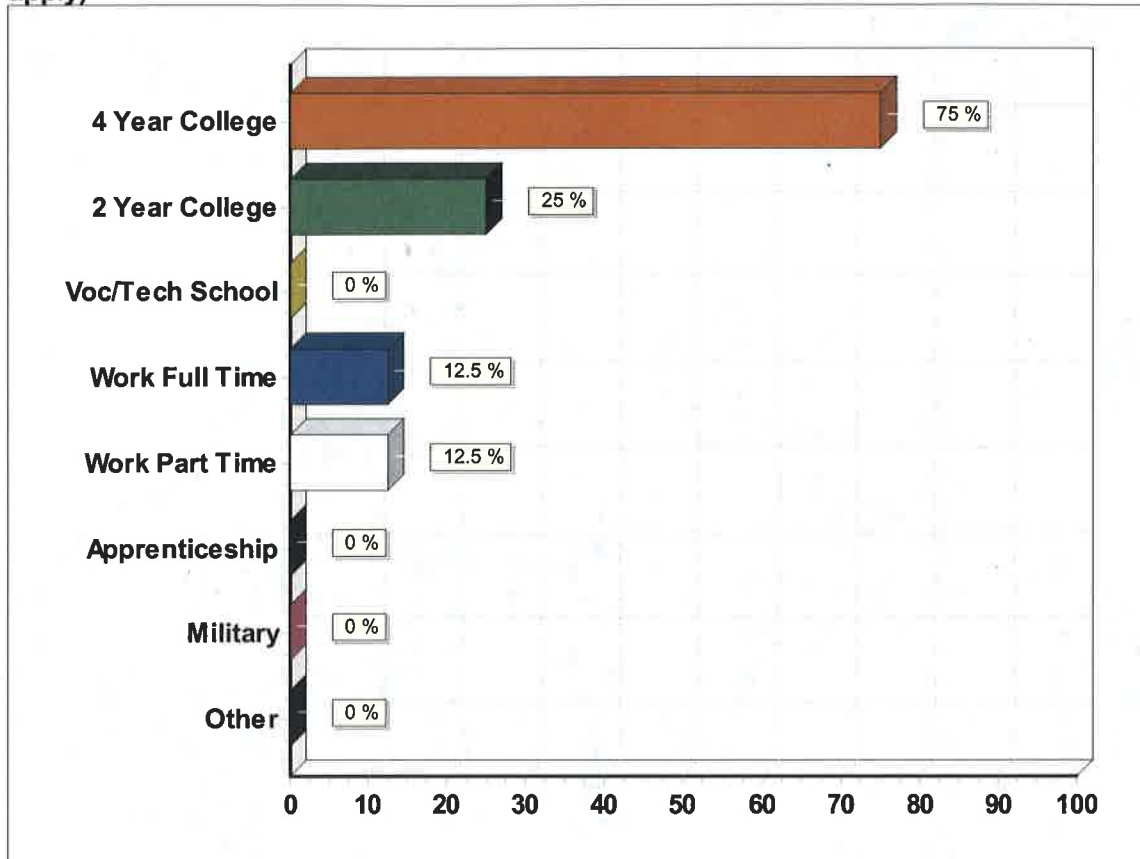


Senior Exit Survey Class of 2018

Prepared by:

LifeTrack Services, Inc.
1271 Port Drive, Clarkston, WA 99403
1-800-738-6466

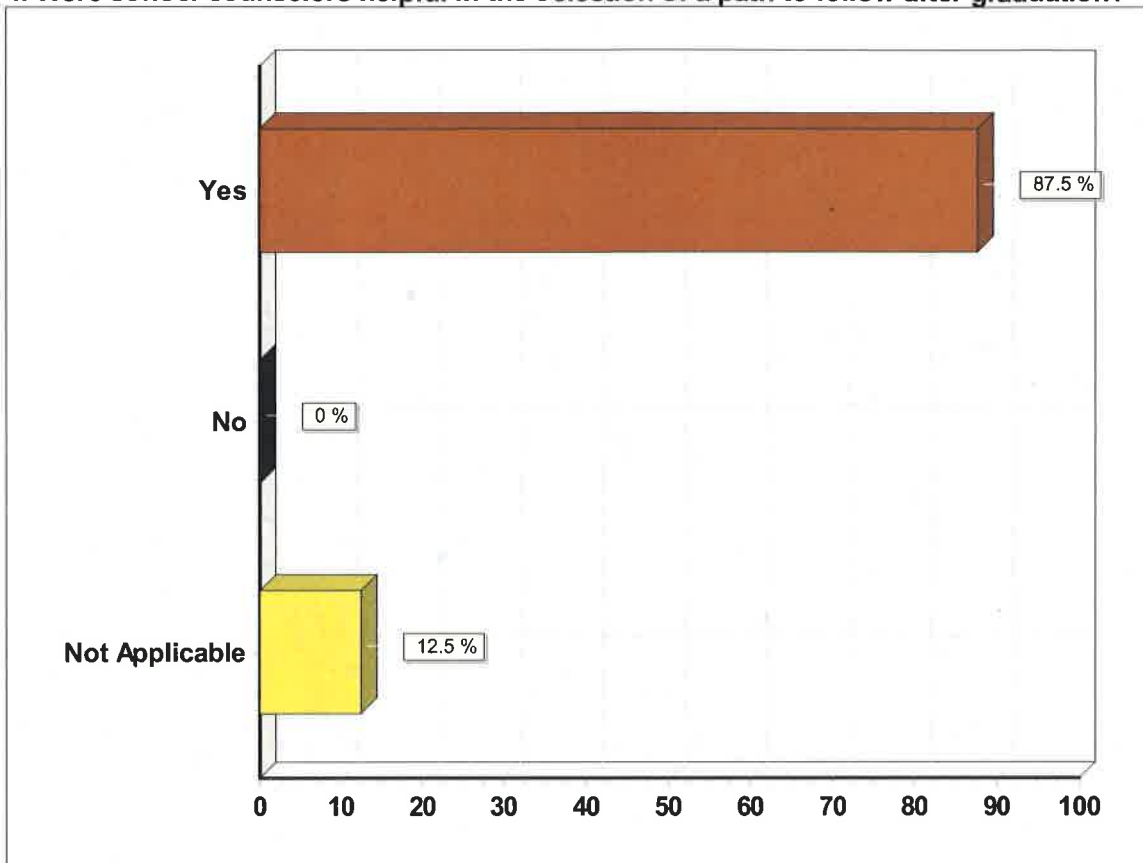
1. What area(s) do you plan to pursue immediately after high school? (Mark all that apply)



1. What area(s) do you plan to pursue immediately after high school? (Mark all that apply)

Response (n = 8)	Frequency	Percent
4 Year College	6	75.0%
2 Year College	2	25.0%
Voc/Tech School	0	0.0%
Work Full Time	1	12.5%
Work Part Time	1	12.5%
Apprenticeship	0	0.0%
Military	0	0.0%
Other	0	0.0%

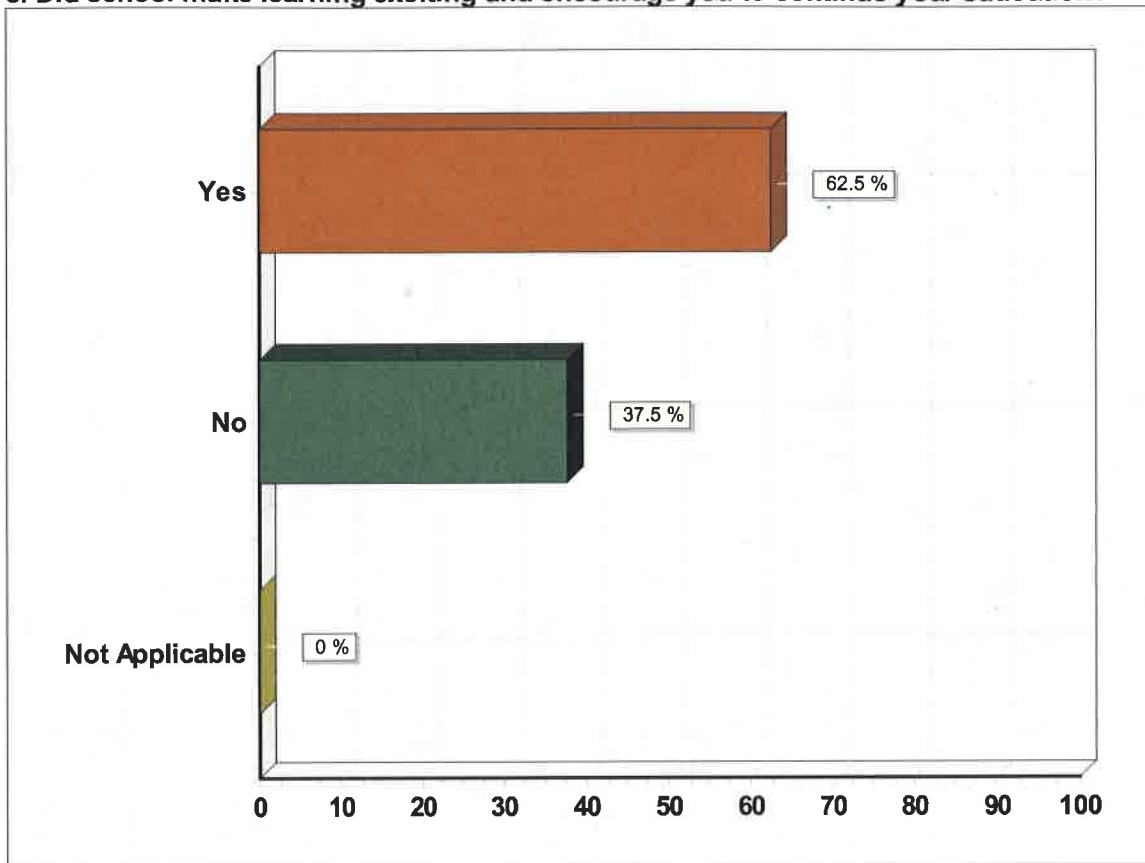
4. Were school counselors helpful in the selection of a path to follow after graduation?



4. Were school counselors helpful in the selection of a path to follow after graduation?

Response (n = 8)	Frequency	Percent
Yes	7	87.5%
No	0	0.0%
Not Applicable	1	12.5%

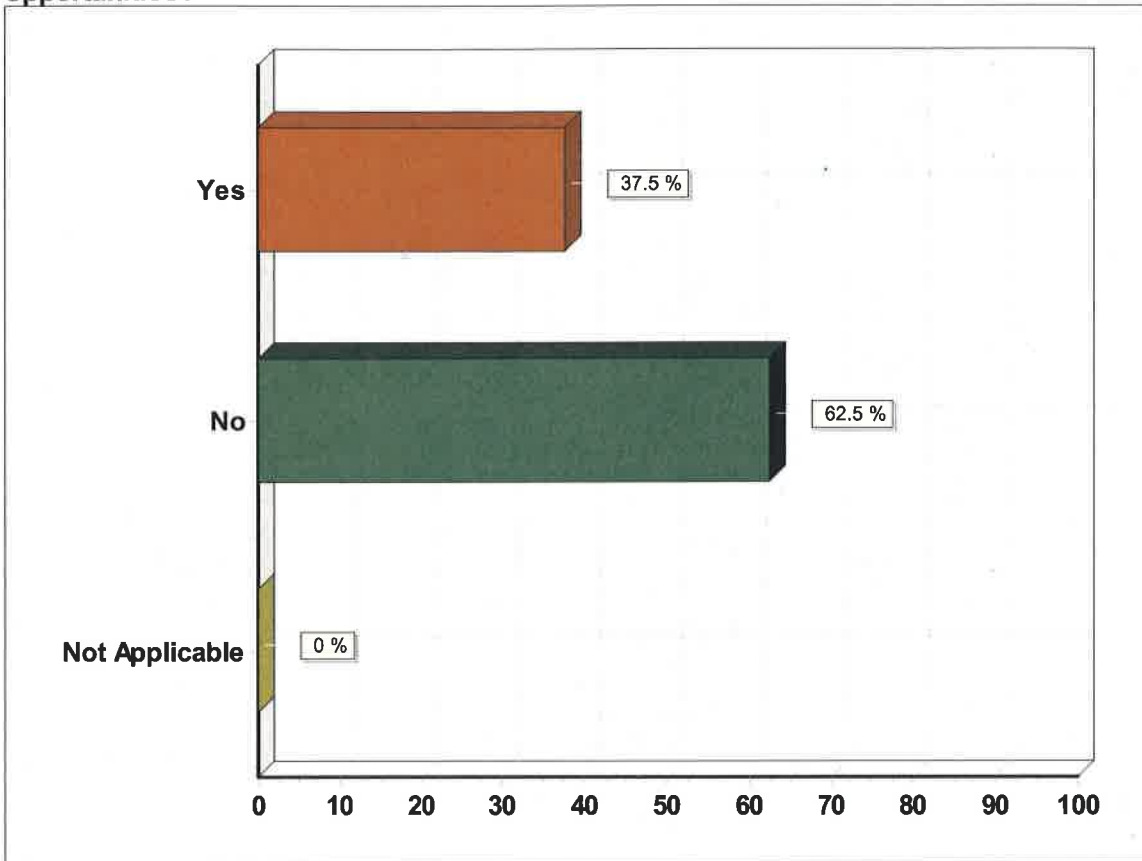
5. Did school make learning exciting and encourage you to continue your education?



5. Did school make learning exciting and encourage you to continue your education?

Response (n = 8)	Frequency	Percent
Yes	5	62.5%
No	3	37.5%
Not Applicable	0	0.0%

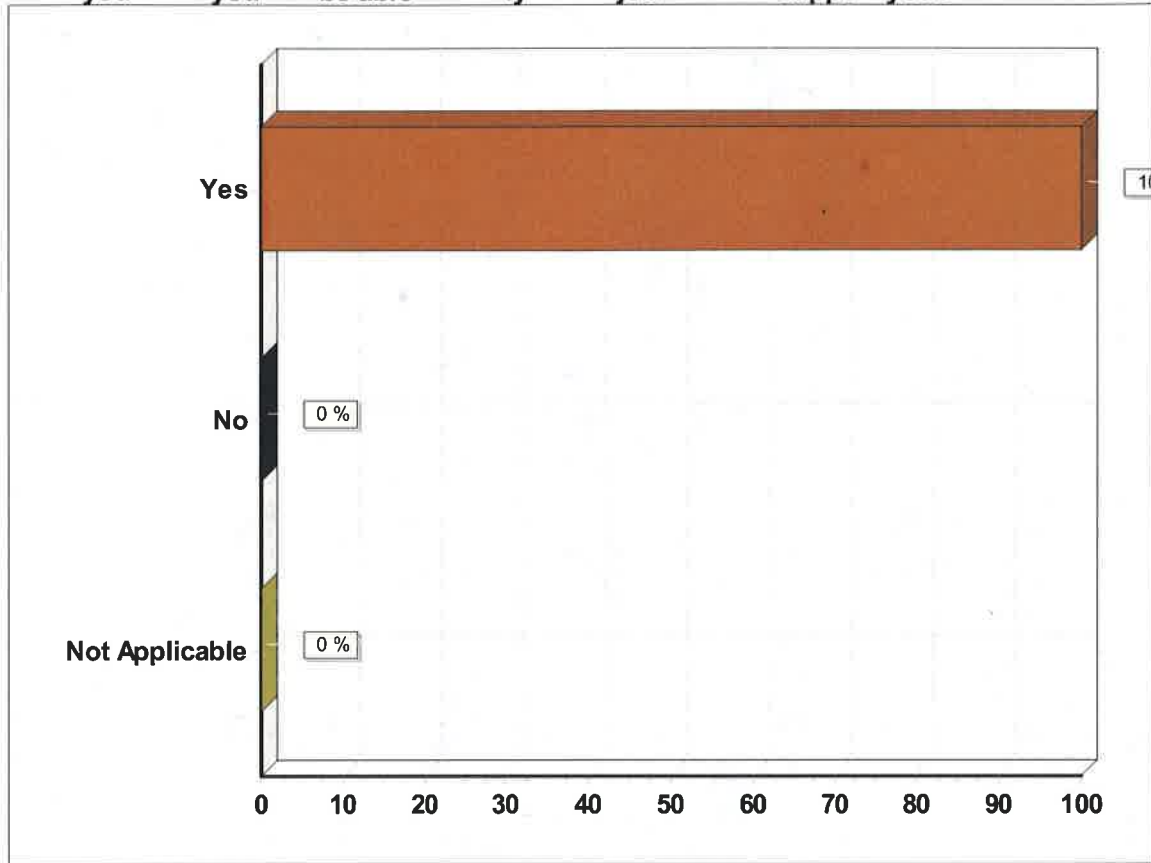
6. Were enough elective classes offered for you to explore different career opportunities?



6. Were enough elective classes offered for you to explore different career opportunities?

Response (n = 8)	Frequency	Percent
Yes	3	37.5%
No	5	62.5%
Not Applicable	0	0.0%

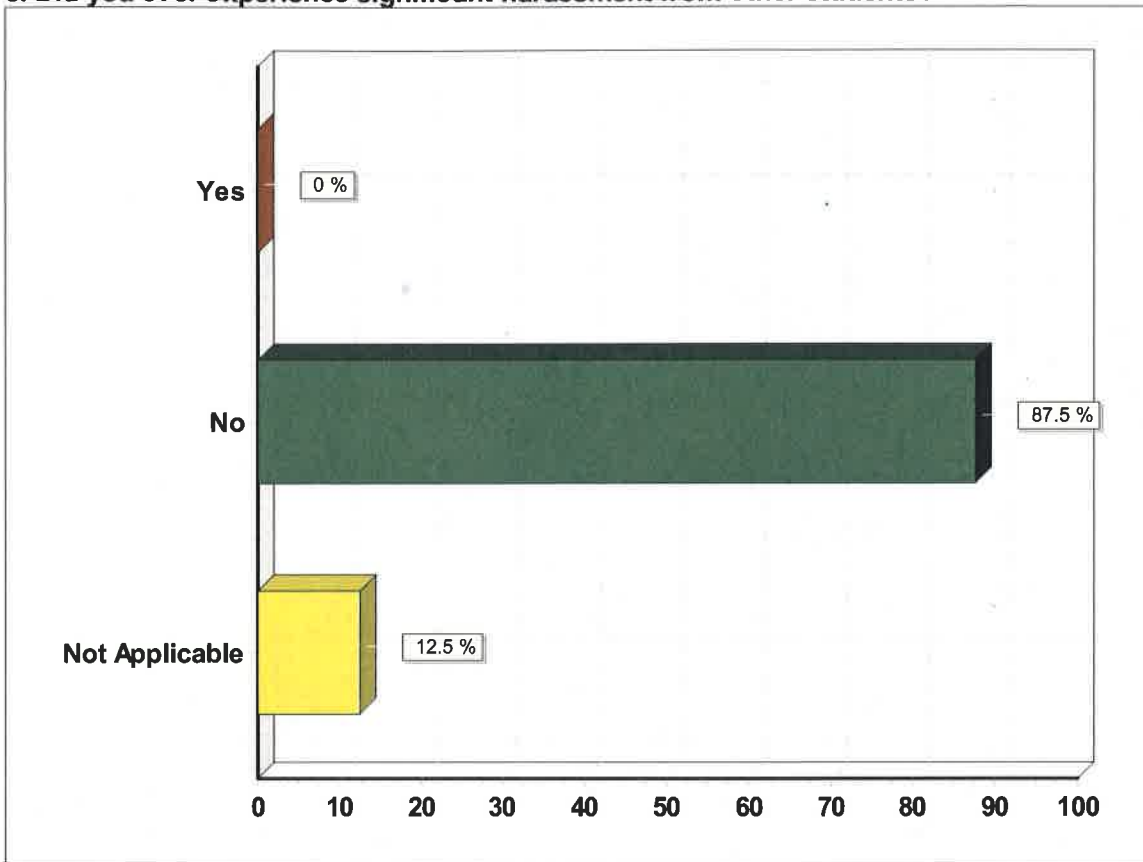
7. Do you think you will be able to easily find a job that can support you?



7. Do you think you will be able to easily find a job that can support you?

Response (n = 8)	Frequency	Percent
Yes	8	100.0%
No	0	0.0%
Not Applicable	0	0.0%

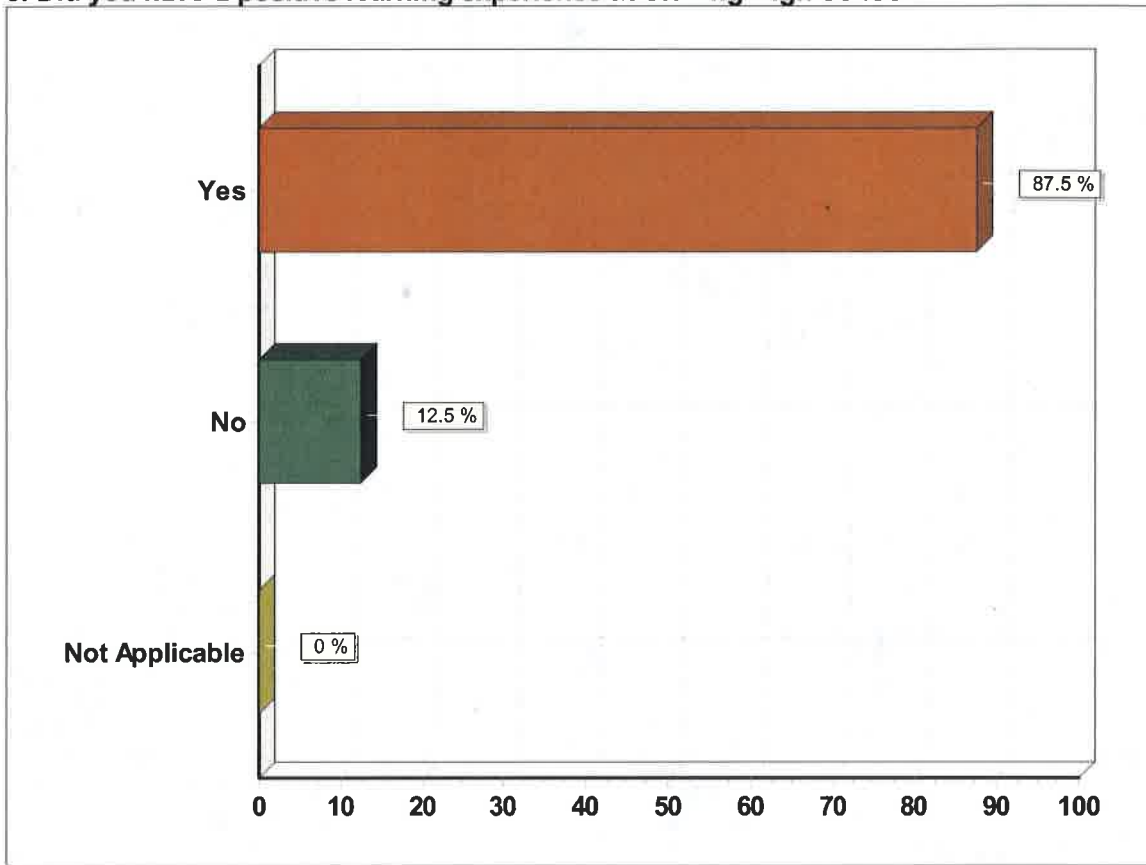
8. Did you ever experience significant harassment from other students?



8. Did you ever experience significant harassment from other students?

Response (n = 8)	Frequency	Percent
Yes	0	0.0%
No	7	87.5%
Not Applicable	1	12.5%

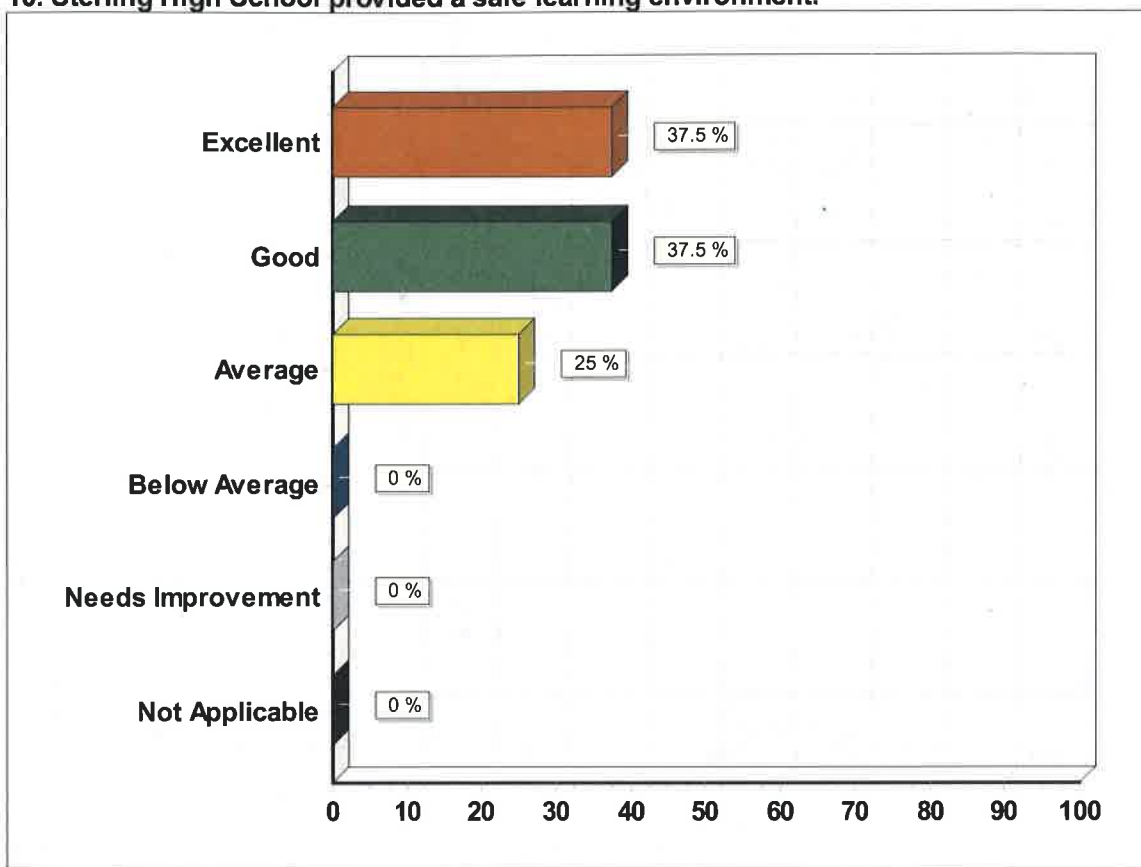
9. Did you have a positive learning experience at Sterling High School?



9. Did you have a positive learning experience at Sterling High School?

Response (n = 8)	Frequency	Percent
Yes	7	87.5%
No	1	12.5%
Not Applicable	0	0.0%

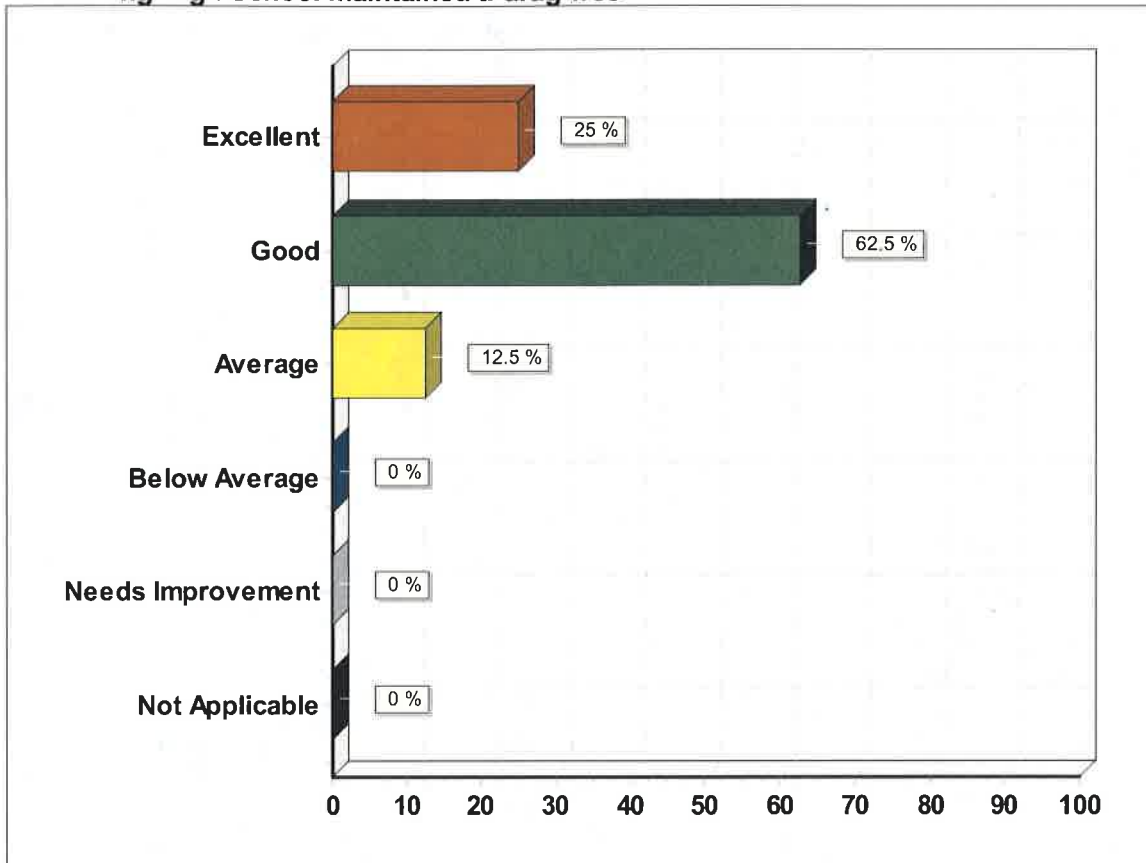
10. Sterling High School provided a safe learning environment.



10. Sterling High School provided a safe learning environment.

Response (n = 8)	Frequency	Percent
Excellent	3	37.5%
Good	3	37.5%
Average	2	25.0%
Below Average	0	0.0%
Needs Improvement	0	0.0%
Not Applicable	0	0.0%

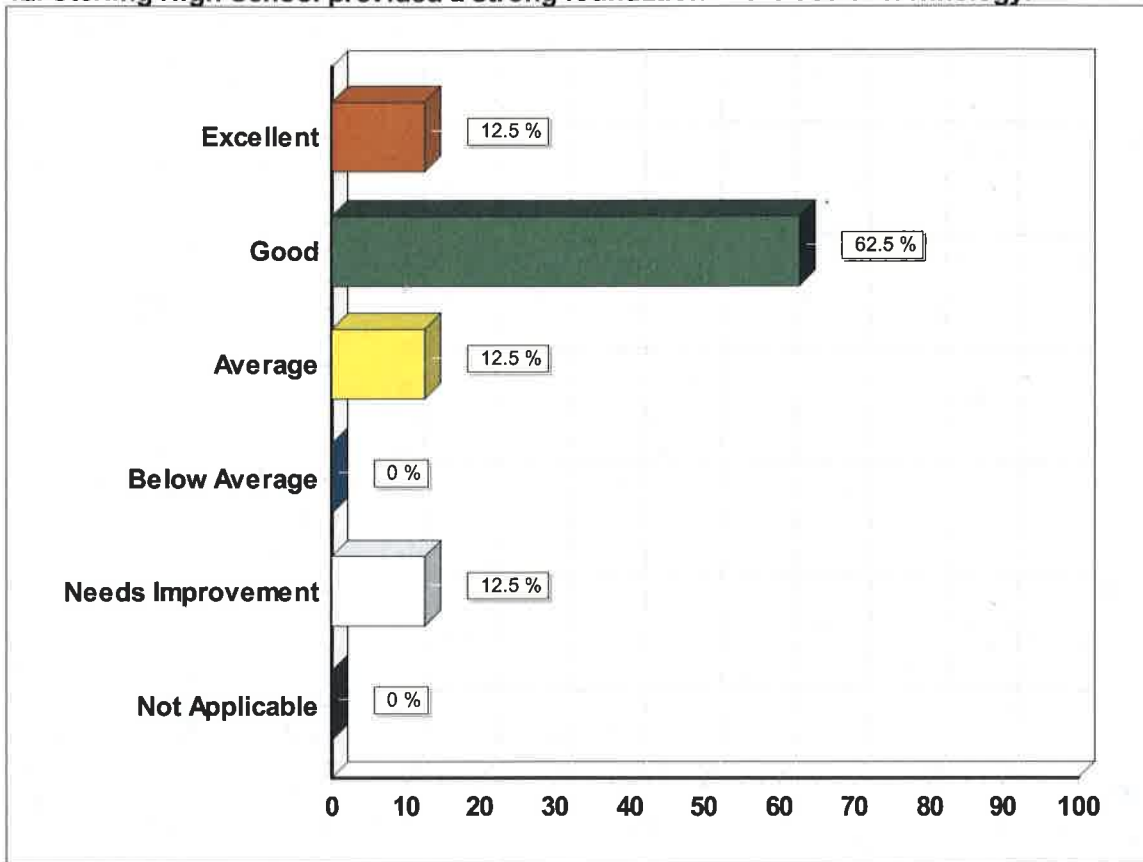
11. Sterling High School maintained a drug-free environment.



11. Sterling High School maintained a drug-free environment.

Response (n = 8)	Frequency	Percent
Excellent	2	25.0%
Good	5	62.5%
Average	1	12.5%
Below Average	0	0.0%
Needs Improvement	0	0.0%
Not Applicable	0	0.0%

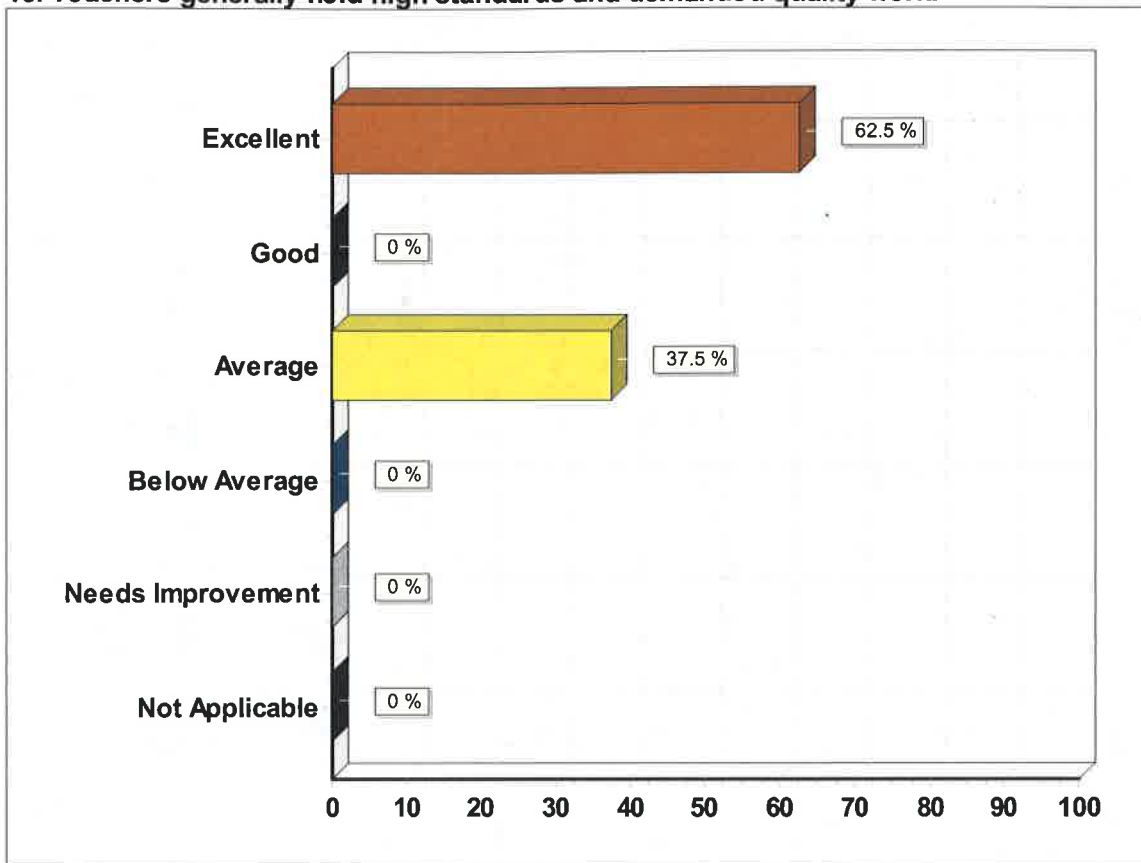
12. Sterling High School provided a strong foundation in the use of technology.



12. Sterling High School provided a strong foundation in the use of technology.

Response (n = 8)	Frequency	Percent
Excellent	1	12.5%
Good	5	62.5%
Average	1	12.5%
Below Average	0	0.0%
Needs Improvement	1	12.5%
Not Applicable	0	0.0%

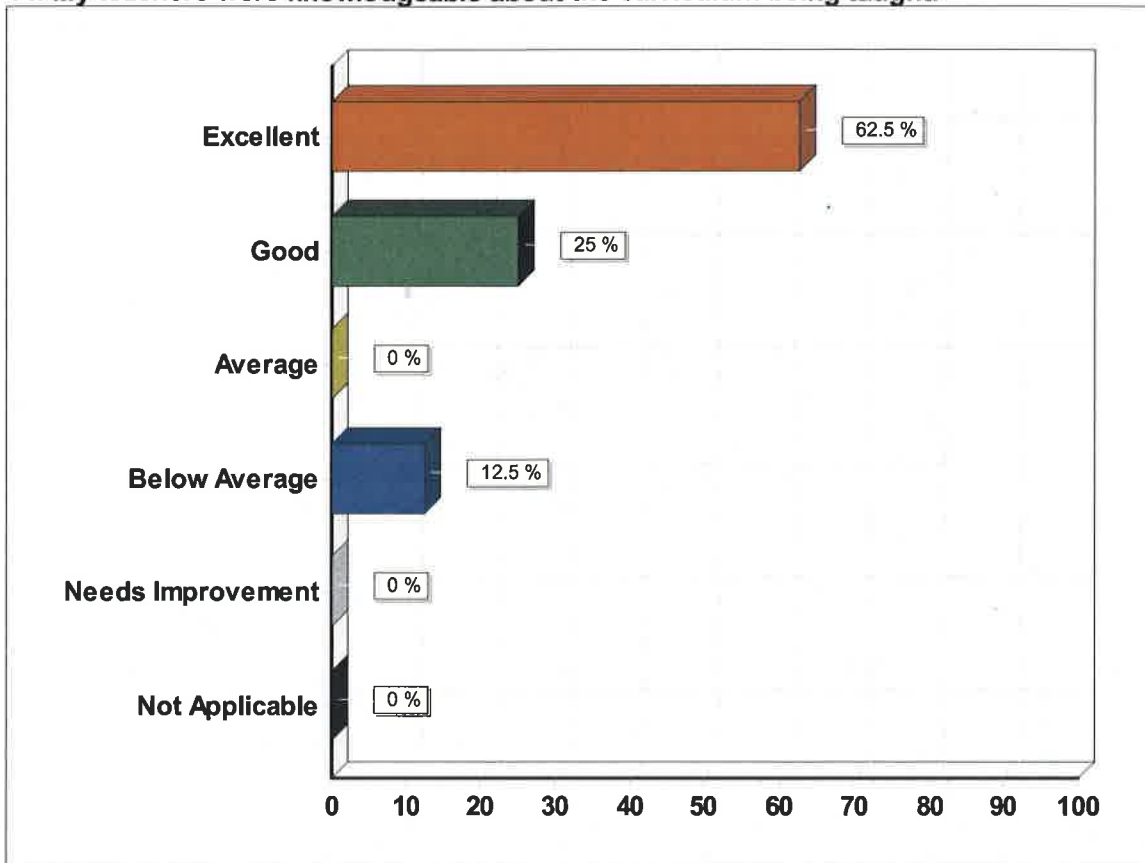
13. Teachers generally held high standards and demanded quality work.



13. Teachers generally held high standards and demanded quality work.

Response (n = 8)	Frequency	Percent
Excellent	5	62.5%
Good	0	0.0%
Average	3	37.5%
Below Average	0	0.0%
Needs Improvement	0	0.0%
Not Applicable	0	0.0%

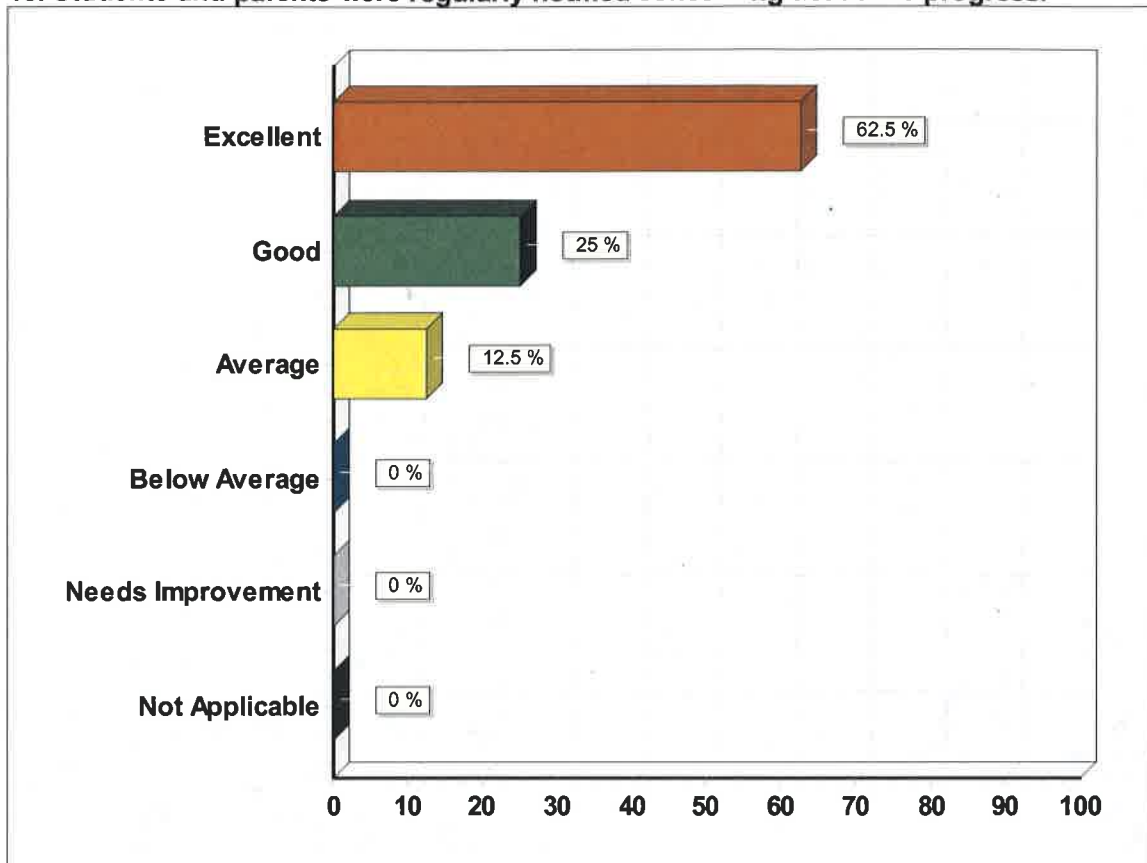
14. My teachers were knowledgeable about the curriculum being taught.



14. My teachers were knowledgeable about the curriculum being taught.

Response (n = 8)	Frequency	Percent
Excellent	5	62.5%
Good	2	25.0%
Average	0	0.0%
Below Average	1	12.5%
Needs Improvement	0	0.0%
Not Applicable	0	0.0%

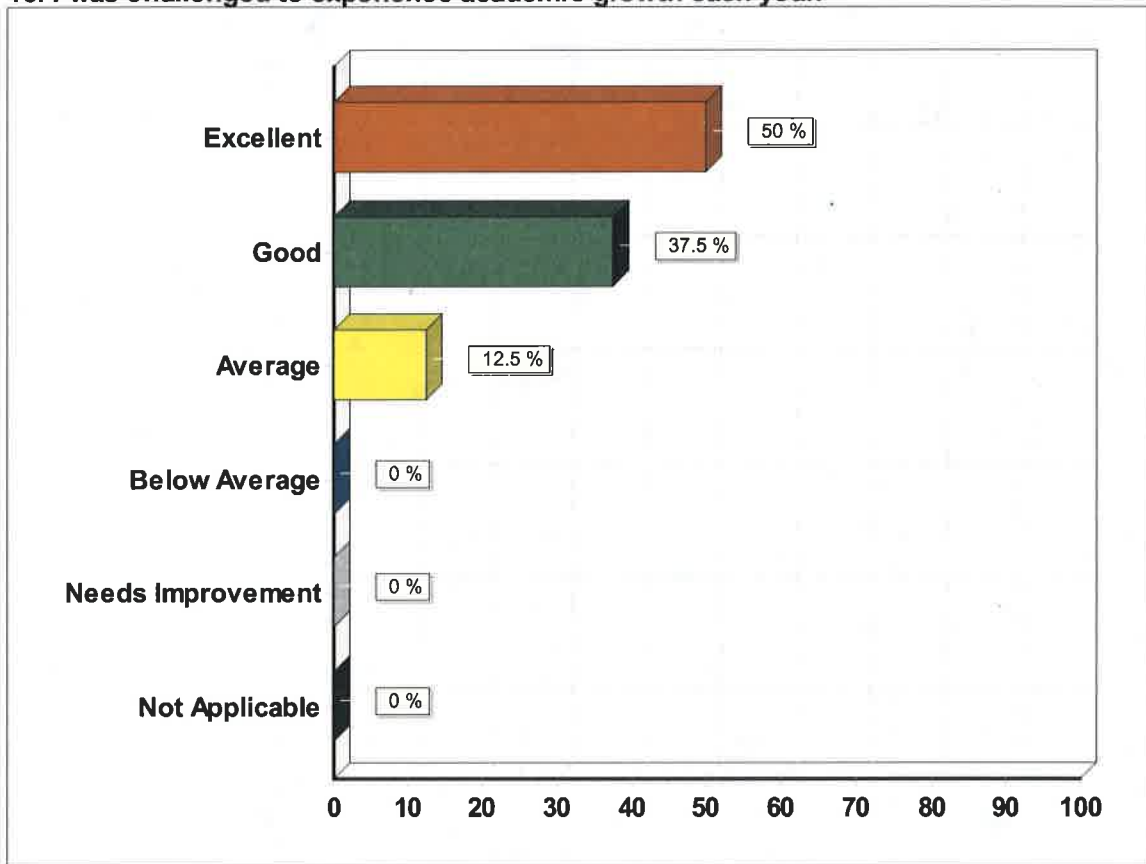
15. Students and parents were regularly notified concerning academic progress.



15. Students and parents were regularly notified concerning academic progress.

Response (n = 8)	Frequency	Percent
Excellent	5	62.5%
Good	2	25.0%
Average	1	12.5%
Below Average	0	0.0%
Needs Improvement	0	0.0%
Not Applicable	0	0.0%

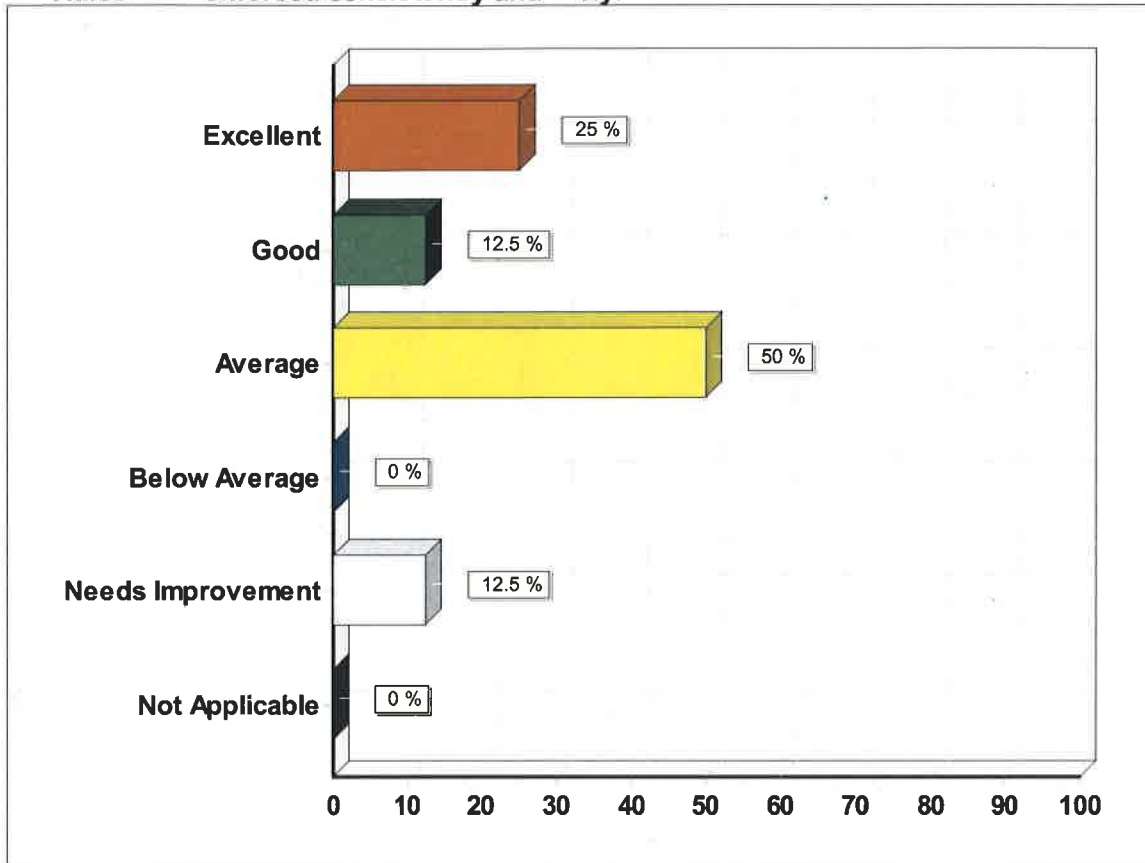
16. I was challenged to experience academic growth each year.



16. I was challenged to experience academic growth each year.

Response (n = 8)	Frequency	Percent
Excellent	4	50.0%
Good	3	37.5%
Average	1	12.5%
Below Average	0	0.0%
Needs Improvement	0	0.0%
Not Applicable	0	0.0%

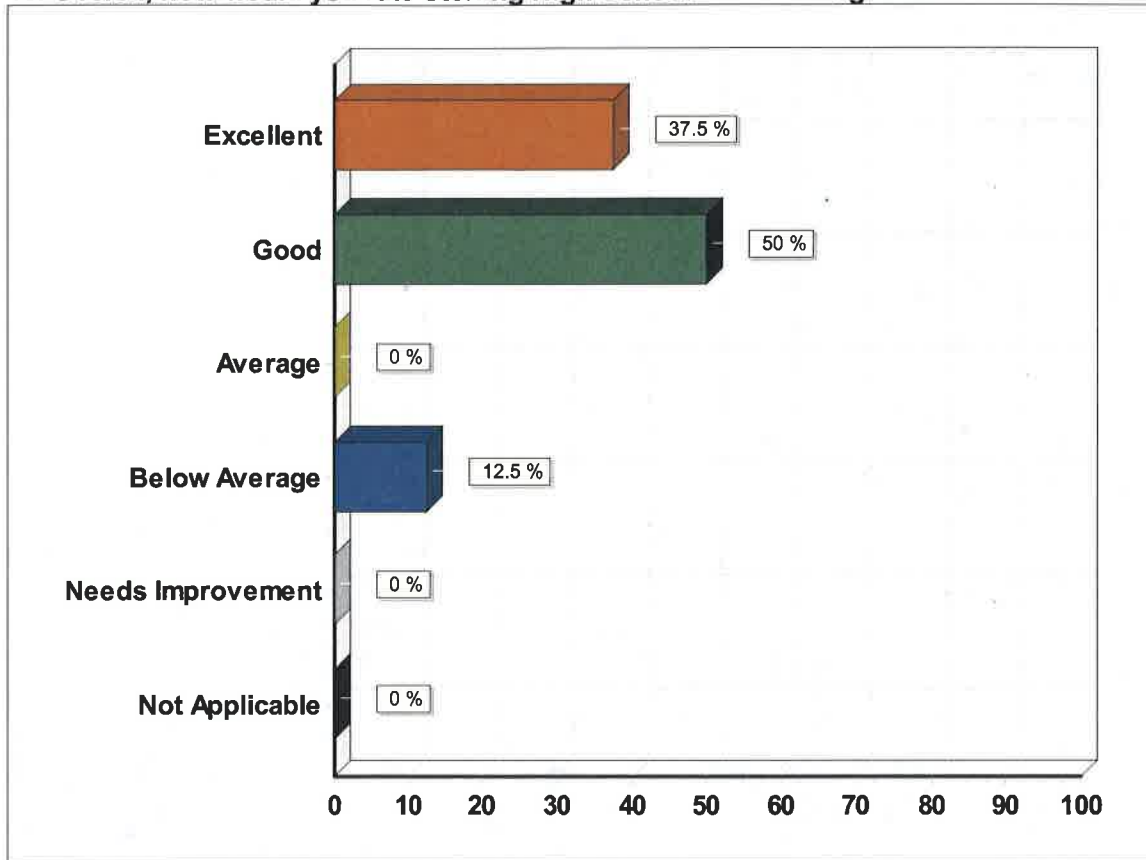
17. Rules were enforced consistently and fairly.



17. Rules were enforced consistently and fairly.

Response (n = 8)	Frequency	Percent
Excellent	2	25.0%
Good	1	12.5%
Average	4	50.0%
Below Average	0	0.0%
Needs Improvement	1	12.5%
Not Applicable	0	0.0%

18. Overall, how would you rate Sterling High School as a learning environment?



18. Overall, how would you rate Sterling High School as a learning environment?

Response (n = 8)	Frequency	Percent
Excellent	3	37.5%
Good	4	50.0%
Average	0	0.0%
Below Average	1	12.5%
Needs Improvement	0	0.0%
Not Applicable	0	0.0%

2018-2019 Opening Days' Schedule

August 2 all day—New Teacher Training Day

- Schedule will include new teacher paperwork, tech support, information about the district including a guided tour of the district, lunch with mentors, ESU #4 Marzano support to set goals.

August 6 9-12—Bus Driver Training at ESU #4 followed by 1:30 Transportation Meeting in Sterling with Dottie

August 7 & 8 all day—New Teacher Bootcamp at ESU #4

- Attending—Brian Helmberger, Leah Phillips, Taylor Schultz, Ida Rose Sprague & Derrick Gossard,

August 9—Computer Roll Out Night starts at 6:30

In-Service Days (Tentative times) Friday, August 10, 2018 This day is a workday for all staff.

- 8:00-8:30 (Lunchroom)
 - Women of Today Breakfast for all staff
- 8:30-9:00 (Cafeteria)
 - Opening Meeting in the Cafeteria for all staff
 - Dottie Heusman--Welcome and introduction of board members
 - John Harms, Board President--Welcome
 - Dottie Heusman--Introduction of New Staff & Focus of the Year
 - Scott Harrington--Welcome and thoughts/priorities for the 2018-2019 school year
- 9:00-10:00 Team Building Activities & All Staff Picture
- 10:00-11:00 Coaches & Sponsors Meeting (Brent leads)
- 10:00-11:00 Classified Staff Meeting (Scott & Dottie)
- 11:00-12:00 All Teacher Meeting (Scott leads)
- 12:00-12:45
 - Lunch provided by Security Benefit General Andrew Pool
- 12:45-1:30 Continuation of the All Teacher Meeting (Scott leads)
- 2:30-3:00 Diabetic Training (Library)

Monday, August 13, 2018-In-service day for all staff. Times TBD Topics:

- Safety Team Training Addie, Michelle, Luke, Scott, Dottie, Steph, Renae, Jake D, KT, Joe, Trudy, Harold, Brent
- Language Arts Curriculum Writing work with Jen Madison from ESU #4--Evi, Leia & Freedom
- First Bank of Nebraska will provide lunch
- OdysseyWare Training 30 minutes Laura, Camden, Michelle & Derek, Addie (do training)
- Optional Mac Training w/ Jake
 - Elementary Open House 6:00-7:00 p.m.
 - Computer Roll out starting at 6:30 for those that didn't attend on the 9th

Tuesday, August 14—First day of school. Early out.

- P.M. to work on individual class and student needs and adjustments

Wednesday, August 15 & Thursday, August 16

2:50-3:15-Bus Evacuation Drills with Luke Boldt & Danielle Pleiss Wednesday--3rd, 4th, 5th & 6th Graders

Thursday--K, 1st & 2nd Graders

Pre-K will be set up in early September.

Luke will need to set up 7-12 Bus Evac Drills for 8th hour during rotating study hall time.

Friday, August 17, 2018

- AFLAC with all staff. 8:15-8:45.
- Collaboration of teachers to keep data on individual kids (CIP Team leads)
- Technology Sessions--Ben & Scott Lead
- PBIS for Elementary Teachers
- Johnson County Hospital PT and OT Providers work with coaches on proper lifts and conditioning

VISION & TRAINING SESSIONS

5:00 PM | Vision: Engaged One Vision – One State

- From creating a vision, to continuing a vision, we've now reach the point of engaging our vision. With feedback from the past few years, see how we are now moving forward and putting items into action as we all work towards addressing Nebraska's reliance on property taxes for school funding.

6:00 PM

- **Gallup: Turning Talents into Strengths**
- Do you ever wonder why you make certain choices? Why you are better at some things than others? There's a reason. It's your talents. NASB Director of Search Service, Shari Becker, was recently licensed as a Gallup-Certified Strengths Coach. This session will provide an overview of Gallup's terminology and philosophies. We will discuss how understanding and maximizing your individual/team strengths can contribute to a quality environment and create the best opportunity for success as a board and leadership team.
- *Presented by Shari Becker, Director of Leadership Search Service*
- **Protecting Our Precious Assets from Bell to Bell**
- It's no small feat, keeping students and staff safe at school. This session will share facts, tools, PR templates and data regarding active shooters, playgrounds, suicide, employee injuries, you name it. We can't cover them in bubble wrap but let's chat about what we can do and say, before, during, and after a school incident.
- *Presented by Megan Boldt, Director of ALICAP/Insurance*
- **I Don't Know, What I Don't Know!**
- What do you need to know about ESSA, AQuESST, and School Improvement? This session will provide you with a brief overview of how federal legislation and the Nebraska state accreditation system impact the work and planning at the board table.
- *Presented by Marcia Herring, Director of Board Leadership*

6:45 PM

- **Rolling Down the Road towards Delegate Assembly**
- Delegate Assembly. NASB's official business meeting for the year. So much more than a few hours during State Conference. It is a commitment from each district to shape the gameplan for the next 364 days, specifically how you, locally elected school board members can lead and react to what will take place in the upcoming legislative session. Learn about your role the morning of, and from there on. See how you can assist and drive the conversation as we modify and create legislation, and advocate for your district, community, and all of Nebraska. Find ways to best utilize NASB's legislative team year-round to maximize efforts and learn about key timelines, processes, and ways you and

your district can be heard, and make a true difference every day inside your buildings, and inside the Capitol as well.

- *Presented by Colby Coash, Associate Executive Director/Director of Government Relations, and Matt Belka, Director of Marketing, Communication & Advocacy*
- **Organizing the Chaos: Superintendent Evaluation and Board Self-Assessment**
- The one critical action of the Board is to evaluate the superintendent. This process requires the board to utilize the board adopted evaluation tool, purposeful planning, and effective execution. This session will provide the board with tools, tips, and techniques for conducting an effective superintendent evaluation. The Association then advocates for a board self-assessment to appraise the governance team success, board-superintendent relations, and a method by which to identify areas of growth of the board's roles and responsibilities.
- *Presented by Marcia Herring, Director of Board Leadership*
- **Cool Tools for School Boards in Developing Resilient Students**
- More results are coming in from schools working to increase student resilience. It is obvious now that effective classrooms and supportive relationships are the most important components in developing resilience to adversity. We'll discuss several ways your board can prepare the way toward developing more resilient students and the benefits your students will gain.
- *Presented by Jim Luebbe, Director of Policy Service*

15 awards of achievement points will be earned for attending