

## Board of Education Regular Meeting

Monday, July 13, 2020 6:30 PM

1. Call to Order

1. Roll Call

2. Recognition of Open Meeting Law

3. Pledge of Allegiance

2. Reports, Communications & Public Participation

1. Public Participation

1. Board accepts public comments

2. Presentation to TJ Renner

3. Consent Agenda

1. Approval of Minutes

2. Approval of Expenditures/Payroll for June

4. Reports from Staff Members and Committees

1. Policy Committee Report

2. Committee on American Civics

5. Board and Administrative Comments

1. Administrative Comments

1. Darin Nichols was recognized as the Region 5 Assistant Principal of the year.

2. Guide to Reopening Schools

2. Business Manager Comments

3. Board Comments

6. New Business

1. Approve Resignations

2. Approve Administrator Salary Packages

3. Approve Superintendent Salary Package

4. Approve MPS: Student Health Document as an addition to student handbooks.

5. Approval of 2020-2021 McCook Elementary / McCook Central Handbook

6. Approval of 2020-2021 McCook Senior High / Jr. High Handbook

7. Positive Comments

8. Items for Review

9. Adjournment

Board of Education Regular Meeting  
McCook School District #73-0017  
6:30 PM Monday, June 8, 2020  
Junior High Conference Room  
700 West 7th Street  
McCook, NE 69001

"It is the mission of McCook Public Schools to equip all students to succeed in a complex global society"

Please arrive at the Board meeting at the start time, because the Board reserves the right to change the order of items.

Notice of the meeting was given in advance by publication 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. Availability of the agenda was communicated in the publicized notice and a current copy of the agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to attendance of the public. The meeting was held in two locations via video conferencing at the Junior High Conference Room and Conference Room B to accommodate the Directed Health Measures in place due to the coronavirus pandemic.

1. Call to Order

Board President Tom Bredvick called the June 8, 2020 MPS Board of Education meeting to order at 6:30 p.m. Roll call with the following members being present: Dennis Berry, Tom Bredvick, Loretta Hauxwell, Brad Hays, Mike Langan, and Teresa Thomas; Absent: None.

Mr. Bredvick reminded those present of the Open Meetings Law posted on the wall and asked all to stand and join him in reciting the Pledge of Allegiance.

2. Reports, Communications & Public Participation

No one spoke in public forum.

3. Consent Agenda

Tom Bredvick motioned to approve the Consent Agenda with a second by Mike Langan.

Dennis Berry:	Yes
Tom Bredvick:	Yes
Loretta Hauxwell:	Yes
Brad Hays:	Yes
Mike Langan:	Yes
Teresa Thomas:	Yes
Motion carried on a 6-0 vote	

#### 4. Reports from Staff Members and Committees

Loretta Hauxwell reported on the Policy Committee. The committee met to look at Title IX policy on professional boundaries with students. They also discussed directed health measures but at this time will not make a recommendation and will wait until July to see if there will be additional guidance available.

#### 5. Board and Administrative Comments

Mr. Norgaard reported that he would like the American Civics Committee to meet prior to the July Board meeting similar to last year. The hearing will be held at 6:00 pm on July 13, 2020.

State Aid has been certified. However, we are uncertain if the unicameral will make changes to State Aid due to the pandemic when they reconvene in mid-July.

In Business Manager comments Mr. Brazell noted the flyer from OPAA reviewing the summer food service plan and stated that on average 660 meals were served every day in May. Meals will be served until the end of June. Other comments included a new finish coat on the HS gym floor.

In Board comments Dennis Berry noted the donations from the McCook Community Foundation to the school. Since the shutdown \$28,500 has been donated for chromebooks with an additional matching grant from Nebraska Community Foundation of \$20,000. The district has a line item budget in its Depreciation Fund for replacement of technology.

Loretta Hauxwell reminded the board of plans to tour the facilities. Mr. Norgaard will send out a poll to find an appropriate date for the tour. She also asked about summer school. Joel Bednar and Greg Borland replied that elementary summer school is occurring online with a teacher assigned to each grade that makes contact with the students daily. Summer school is focused on reading skills. Junior and Senior high summer school is a credit recovery process that uses Odyssey Ware.

Tom Bredvick commented that over the last 40 days at least 5 employees had stated that they appreciated the flexibility and support of the administration for their acts of support of families, community, and staff.

#### 6. New Business

Motion by Mike Langan, and seconded by Brad Hays to approve the contract for Pat Dorshorst at MA+36, Step 11, index 1.822, as presented for High School Math.

Dennis Berry:	Yes
Tom Bredvick:	Yes
Loretta Hauxwell:	Yes
Brad Hays:	Yes
Mike Langan:	Yes

Teresa Thomas: Yes  
Motion carried on a 6-0 vote

Motion by Tom Bredvick and seconded by Mike Langan to approve Lunch/Breakfast prices for the 20/21 school year.

Dennis Berry: Yes  
Tom Bredvick: Yes  
Loretta Hauxwell: Yes  
Brad Hays: Yes  
Mike Langan: Yes  
Teresa Thomas: Yes  
Motion carried on a 6-0 vote

Approval of Handbooks for all buildings were tabled until the July board meeting due to concerns over directed health measures and changes that may occur due to the pandemic.

Motion by Brad Hays and seconded by Loretta Hauxwell to accept with gratitude the donation from the B Walter Memorial in the amount of \$5,000 for the boys and girls basketball and softball programs.

Dennis Berry: Yes  
Tom Bredvick: Yes  
Loretta Hauxwell: Yes  
Brad Hays: Yes  
Mike Langan: Yes  
Teresa Thomas: Yes  
Motion carried on a 6-0 vote

Motion by Loretta Hauxwell and seconded by Teresa Thomas to approve Policy File 702.03 Budgeting Process as presented.

Dennis Berry: Yes  
Tom Bredvick: Yes  
Loretta Hauxwell: Yes  
Brad Hays: Yes  
Mike Langan: Yes  
Teresa Thomas: Yes  
Motion carried on a 6-0 vote

Motion by Tom Bredvick and seconded by Brad Hays to approve Policy File 416 Professional Boundaries as presented.

Dennis Berry: Yes  
Tom Bredvick: Yes

Loretta Hauxwell: Yes  
Brad Hays: Yes  
Mike Langan: Yes  
Teresa Thomas: Yes  
Motion carried on a 6-0 vote

## 7. Positive Comments

Mr. Berry thanked the McCook Community for the grants to McCook Public Schools. The grants totaled more than \$70,000. Thanks to all who donate to the McCook Community Foundation.

Mrs. Hauxwell was excited to see that the focus of summer school is on reading. The town library is supporting the district in these efforts.

Mrs. Thomas commented on the various awards provided to deserving Junior High Students. She highlighted the awards for eLearning. She stated this is great that we recognize students that work hard.

Mr. Langan was impressed with the adaptations made by the school as they transitioned from normal procedures to distance learning and social distancing. He also recognized the coaching staff for their preparations in getting ready for fall sports.

Mr. Hays gave a shout out to the coaches and teachers that prepared the weight room to get it ready for the six-foot rule, meeting the DHM's guidelines and providing safe environments for the students.

Mr. Bredvick commented on the efforts of the people in the room that worked to remain current and trained. This is the start of week 12 of the pandemic planning. Our staff are as prepared as can be. I'm proud of our staff.

Mr. Norgaard wanted to point out to the board and community all of the hard work our teachers and administration put in, and the amount of problem solving that went on in order to meet the needs of the students during the pandemic.

Mr. Brazell thanked the hourly staff that made the decision to continue working. They stayed with the district and helped us work through these tough times and provided needed services for the school.

Next regularly scheduled meeting is July 13, 2020

The meeting adjourned at 7:39 PM

**CHECKS BY DATE BOARD REPORT**

**JUNE 2020**

<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
6/3/2020	City Of McCook	\$3,831.24	6/30/2020	Apple Computer	\$2,458.00
6/3/2020	Diode Communications	\$165.00	06/30/2020	Bleker's Welding	\$90.00
6/3/2020	Nebraska Public Power District	\$4,477.69	06/30/2020	Carbajal Drywal	\$450.00
6/3/2020	Perry, Guthery, Haase & Gessford, P.C.	\$300.00	06/30/2020	CDW Government, Inc.	\$5,744.70
6/3/2020	Pinpoint Communications	\$866.50	06/30/2020	City Of McCook	\$27.10
6/3/2020	Teacher Innovations, Inc	\$216.00	06/30/2020	Class Intercom	\$975.00
6/3/2020	US Bank	\$2,029.92	06/30/2020	Coach Masters	\$478.60
6/3/2020	Viaero Wireless	\$65.73	06/30/2020	Cornhusker Cleaning Supply	\$213.03
6/9/2020	Employee Benefits:	\$32,837.33	06/30/2020	D & L Pest Control	\$285.00
	AFLAC	\$2,212.06	06/30/2020	D & S Hardware	\$828.83
	BCBS	\$29,774.54	06/30/2020	David Trompke	\$1,800.00
	Payflex	\$259.16	06/30/2020	Davin Brunswick	\$127.60
	LegalShield	\$22.74	06/30/2020	Diamond Vogel	\$1,978.52
	MASA	\$56.00	06/30/2020	Eakes Office Solutions	\$18.08
	Voluntary Life Ins	\$97.68	6/30/2020	ESU #10	\$100.00
	Vision	\$415.15	6/30/2020	ESUCC	\$1,383.00
6/9/2020	Krd Federal	\$150.00	6/30/2020	Glass Express	\$628.56
6/11/2020	Black Hills Energy	\$2,086.37	6/30/2020	Harris School Solutions	\$13,648.88
6/11/2020	Colorado Retail Ventures	\$566.77	6/30/2020	Johnson Controls	\$384.50
6/11/2020	Essential Screens	\$45.00	6/30/2020	Josh's Welding	\$365.00
6/11/2020	Hometown Leasing	\$2,267.83	6/30/2020	MacGill & Co	\$2,113.28
6/11/2020	Lingo Communications	\$298.81	6/30/2020	Marsh, Mary	\$250.00
6/11/2020	Quadient Finance USA, Inc.	\$2,000.00	6/30/2020	McGraw-Hill Education	\$8,029.02
6/17/2020	Activity Fund	\$102.77	6/30/2020	Mead Lumber	\$2,384.69
6/17/2020	Adams County Court	\$300.54	6/30/2020	Mid-American Research Chemical	\$733.19
6/17/2020	Credit Management Services,	\$468.98	6/30/2020	MNJ Technologies Direct, INC.	\$280.00
6/17/2020	Employee Benefits:	\$171,889.19	6/30/2020	Mosaic @Bethphage Village	\$635.40
	AFLAC	\$9,551.88	6/30/2020	Nebraskaland Tire	\$39.59
	BCBS	\$156,735.33	6/30/2020	NICK'S DISTRIBUTION INC.	\$1,431.00
	Payflex	\$3,324.15	6/30/2020	O'Reilly Auto Parts	\$130.90
	Vision	\$1,230.77	6/30/2020	Quill Corporation	\$453.16
	Legalshield	\$114.65	6/30/2020	R & L Sprinklers	\$396.30
	MASA	\$196.00	6/30/2020	Rust Publishing, NE LLC	\$180.40
	Voluntary Life Ins	\$525.28	6/30/2020	S&S Worldwide	\$80.24
	Colonial Life	\$211.13	6/30/2020	Samway Floor Covering	\$2,949.40
6/17/2020	Heritage Hills	\$526.00	6/30/2020	School Outfitters	\$1,722.07
6/17/2020	Krd Federal	\$366.00	6/30/2020	School Specialty Inc	\$384.86
6/17/2020	National Insurance Services	\$1,924.87	6/30/2020	Schoolmate	\$732.00
6/17/2020	Ymca	\$809.00	6/30/2020	Southwest Farm & Auto Supply	\$79.64
6/22/2020	Amazon.com Corporate Credit	\$12,829.74	6/30/2020	Stoneware Inc	\$125.00
6/22/2020	Great Plains Communications	\$1,100.00	6/30/2020	SW NE Physical Therapy PC	\$175.00
6/22/2020	Walmart Community	\$184.19	6/30/2020	Titan Machinery	\$33.98
6/25/2020	Meyers, Debra	\$25.00	6/30/2020	Van Diest Supply Company	\$1,733.95
6/30/2020	Payflex Systems USA, Inc.	\$163.20	6/30/2020	Virco Inc.	\$201.37
6/30/2020	Access Elevators and Lifts, Inc	\$525.00	6/30/2020	Volz Plumbing	\$443.85
6/30/2020	AKRS Equipment	\$491.55	6/30/2020	Wex Bank	\$18.00
6/30/2020	Alpha Rehabilitation, P.C.	\$351.91	6/30/2020	ACCO Brands	\$328.66
6/30/2020	American Electric Company	\$2,058.17			

SELECTED

## Receipt History Detail

Arranged by:  
Receipt Date

Receipt Date	Receipt Number	Deposit Slip Number	Received From	Receipt Description	Amount
06/01/2020	052820	3396	Thompson, Kay	Cheer Uniforms	2,920.30
06/01/2020	053120	3293	Brad Walter Memorial	BBB,GBB,Softball	5,000.00
<b>Date Total for 06/01/2020:</b>					<b>7,920.30</b>
06/02/2020	6022020	1	Chesterman Co.	Coca Cola Commissions	20.00
<b>Date Total for 06/02/2020:</b>					<b>20.00</b>
06/09/2020	6022020	3421	Southwestern Fundraising	Elementary Fundraiser	221.20
<b>Date Total for 06/09/2020:</b>					<b>221.20</b>
06/11/2020	060520	3397	Harris, Kristen	Yearbook	155.00
06/11/2020	060520	3426	Class of 2021	Class Dues	60.00
06/11/2020	060520	3425	Class of 2022	Class Dues	40.00
06/11/2020	6052020	3399	Class of 2023	Class Dues	20.00
06/11/2020	6052020	3427	Class of 2020	Class Dues	55.00
06/11/2020	6052020	3398	Blume, Kristen	Library Fines	18.00
06/11/2020	6082020	3422	Mid-Plains College	Math Readiness Project	3,750.00
06/11/2020	6102020	3500	Steinbeck	Chromebook Repairs	25.00
06/11/2020	6112020	3423	NASB	Stolen Money	570.00
06/11/2020	6112020	3294	Nichols, Darin	Booster Money	3,386.38
<b>Date Total for 06/11/2020:</b>					<b>8,079.38</b>
06/18/2020	6172020	3501	Borland, Greg	Uniform Payment	102.77
<b>Date Total for 06/18/2020:</b>					<b>102.77</b>
06/30/2020	6242020	3424	Lifetouch	Spring Picture Commissions	81.82
06/30/2020	6302020		1st Central Bank	Accrued Interest-June	312.93
<b>Date Total for 06/30/2020:</b>					<b>394.75</b>
<b>Report Total:</b>					<b>16,738.40</b>

# Check Summary Report

Date: 06/01/2020 thru 06/30/2020

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
030392	C	06/04/2020	Common Scents	20-081485	Frontier Elm Tree	161.99
030393	O	06/04/2020	ESU 10	20-081418	Chromebook repairs	18.00
030394	C	06/04/2020	Harris Computer Systems	20-081417	AAPro Activities Accounting	746.00
030395	C	06/04/2020	Hesnault, Ava	20-081380	Reimbursement for Early	52.50
030396	C	06/04/2020	HUDL	20-081542	HUDL Programs for Coaches	8,299.00
030397	C	06/04/2020	Janousek, Bree	20-081380	Reimbursement for Early	52.50
030398	C	06/04/2020	Jostens	20-081484	Tassels, Diploma, Medals	780.85
030399	C	06/04/2020	Mead Lumber Company	20-081539	Weiland Field	92.33
030400	C	06/04/2020	Meixner, Kam	20-081380	Reimbursement for Early	52.50
030401	C	06/04/2020	Schaben, Maria	20-081380	Refund for Early Testing	52.50
030402	O	06/04/2020	Stevens, Colton	20-081380	Reimbursement for Early	52.50
030403	C	06/04/2020	Stoney, Paul	20-081380	Reimbursement for Early	52.50
030404	C	06/04/2020	US Bank	20-081415	Memorial/New Baby Cards for	1,804.43
030405	C	06/23/2020	Tropical Snow	20-081424	Sno Cones for Summer School	180.00
030406	C	06/24/2020	SYNCB/Amazon	20-081538	Academic Planner	31.79
030407	O	06/24/2020	American Electric	20-081546	Electrical for Weiland	48.94
030408	C	06/24/2020	Eakes Office Solutions	20-081426	Deposit Books for Activity	209.35
030409	O	06/24/2020	Essential Screens	20-081423	Background Checks for Dance	105.00
030410	O	06/24/2020	Fisher, Tracey	20-081420	Money from Break in	100.00
030411	O	06/24/2020	McCook Rotary Club	20-081547	Club Dues for MHS	200.00
030412	O	06/24/2020	National FFA Organization	20-081487	Cords, Scrapbook	162.00
030413	O	06/24/2020	NSAA	20-081543	Activities Registration	1,470.00
030414	O	06/24/2020	Petty Cash	20-081422	Money from Break In	210.00
030415	O	06/24/2020	Stevens, Stephanie	20-081421	Money from Break In	10.00
030416	C	06/24/2020	Walmart Community	20-081483	Scrapbook Pictures	15.96

**Report Total: 14,960.64**

# Check Detail Report

Date: 06/01/2020 thru 06/30/2020

Check Number	Issue Date	Vendor ID	1099	Vendor Name	PO Number	
Check Status	Status Date			Check Description		
				Activity Number	Activity Name	Amount
030392	06/04/2020	COMM SC	No	Common Scents	20-081485	
Cleared	06/30/2020			Frontier Elm Tree		
				2029	INTERACT CLUB	161.99
030393	06/04/2020	ESU 10	No	ESU 10	20-081418	
Outstanding	06/04/2020			Chromebook repairs		
				9048	Technology Account	18.00
030394	06/04/2020	HARRIS	No	Harris Computer Systems	20-081417	
Cleared	06/30/2020			AAPro Activities Accounting		
				9038	Revolving Account	746.00
030395	06/04/2020	HESN AVA	No	Hesnault, Ava	20-081380	
Cleared	06/30/2020			Reimbursement for Early Testing		
				5031	Senior High Activity	52.50
030396	06/04/2020	HUDL	No	HUDL	20-081542	
Cleared	06/30/2020			HUDL Programs for Coaches		
				8010	Volleyball Scouting	1,000.00
				8010	Girls BB Scouting	1,000.00
				8010	Boys BB Scouting	1,000.00
				8010	Football Scouting	2,799.00
				8010	Volleyball Scouting	800.00
				8010	Boys BB Scouting	900.00
				8010	Girls BB Scouting	800.00
						8,299.00
030397	06/04/2020	JANOU BREE	No	Janousek, Bree	20-081380	
Cleared	06/30/2020			Reimbursement for Early Testing		
				5031	Senior High Activity	52.50
030398	06/04/2020	JOSTENS	No	Jostens	20-081484	
Cleared	06/30/2020			Tassels,Diploma,Medals		
				3082	Class of 2020	780.85
030399	06/04/2020	MEAD LUM	No	Mead Lumber Company	20-081541	
Cleared	06/30/2020			Weiland Field		
				9039	Facility Use	34.00
030399	06/04/2020	MEAD LUM	No	Mead Lumber Company	20-081539	
Cleared	06/30/2020			Weiland Field		
				9039	Facility Use	58.33
030400	06/04/2020	MEIX KAM	No	Meixner, Kam	20-081380	
Cleared	06/30/2020			Reimbursement for Early Testing		
				5031	Senior High Activity	52.50
030401	06/04/2020	SCHA MARI	No	Schaben, Maria	20-081380	
Cleared	06/30/2020			Refund for Early Testing		
				5031	Senior High Activity	52.50
030402	06/04/2020	STEVE COLT	No	Stevens, Colton	20-081380	
Outstanding	06/04/2020			Reimbursement for Early Testing		
				5031	Senior High Activity	52.50

## Check Detail Report

Date: 06/01/2020 thru 06/30/2020

Check Number	Issue Date	Vendor ID	1099	Vendor Name	PO Number	
Check Status	Status Date			Check Description		
				Activity Number	Activity Name	Amount
030403	06/04/2020	STON PAUL	No	Stoney, Paul	20-081380	
Cleared	06/30/2020			Reimbursement for Early Testing		
				5031 Senior High Activity		52.50
030404	06/04/2020	US BANK	No	US Bank	20-081405	
Cleared	06/30/2020			"The Masq"		
				2050 Thespians		80.00
030404	06/04/2020	US BANK	No	US Bank	20-081486	
Cleared	06/30/2020			RFID Racing Software		
				7001 Cross Country Fundraising		900.00
030404	06/04/2020	US BANK	No	US Bank	20-081411	
Cleared	06/30/2020			Student Inductions/Medallions		
				2050 Thespians		686.00
030404	06/04/2020	US BANK	No	US Bank	20-081412	
Cleared	06/30/2020			Trophies for Speech		
				2050 Thespians		53.95
030404	06/04/2020	US BANK	No	US Bank	20-081337	
Cleared	06/30/2020			Pizza for JH Staff		
				2028 Junior High Student Council		58.84
030404	06/04/2020	US BANK	No	US Bank	20-081415	
Cleared	06/30/2020			Memorial/New Baby Cards for office		
				9045 Superintendent Account		25.64
030405	06/23/2020	TROP SNOW	No	Tropical Snow	20-081424	
Cleared	06/30/2020			Sno Cones for Summer School		
				5043 McCook Elementary		180.00
030406	06/24/2020	AMAZON	No	SYNCB/Amazon	20-081538	
Cleared	06/30/2020			Academic Planner		
				9014 Office Expenses		31.79
030407	06/24/2020	AMERI ELE	No	American Electric	20-081546	
Outstanding	06/24/2020			Electrical for Weiland Field-Play		
				9039 Facility Use		48.94
030408	06/24/2020	EAKEOF	No	Eakes Office Solutions	20-081426	
Cleared	06/30/2020			Deposit Books for Activity Account		
				9038 Revolving Account		209.35
030409	06/24/2020	ESSE SCR	No	Essential Screens	20-081423	
Outstanding	06/24/2020			Background Checks for Dance		
				2036 Dance Team		105.00
030410	06/24/2020	FISH TR	No	Fisher, Tracey	20-081420	
Outstanding	06/24/2020			Money from Break in		
				5031 Senior High Activity		100.00
030411	06/24/2020	MCC ROT	No	McCook Rotary Club	20-081547	
Outstanding	06/24/2020			Club Dues for MHS		
				5031 Senior High Activity		200.00
030412	06/24/2020	NATI FFA	No	National FFA Organization	20-081487	
Outstanding	06/24/2020			Cords, Scrapbook Personalition		

ALL Data

# Check Detail Report

Arranged by:  
Check Number

Date: 06/01/2020 thru 06/30/2020

Check Number	Issue Date	Vendor ID	1099	Vendor Name	PO Number	Amount
Check Status	Status Date			Check Description		
				Activity Number	Activity Name	
				2010	FFA	162.00
030413	06/24/2020	NSAA	No	NSAA	20-081543	
Outstanding	06/24/2020			Activities Registration		
				9017	NSAA/Conference Dues	1,470.00
030414	06/24/2020	PETTY CASH	No	Petty Cash	20-081422	
Outstanding	06/24/2020			Money from Break In		
				5031	Senior High Activity	210.00
030415	06/24/2020	STEV STEP	No	Stevens, Stephanie	20-081421	
Outstanding	06/24/2020			Money from Break In		
				5031	Senior High Activity	10.00
030416	06/24/2020	WALM	No	Walmart Community	20-081483	
Cleared	06/30/2020			Scrapbook Pictures		
				2010	FFA	15.96
<b>Report Total:</b>						<b>14,960.64</b>

# McCook Public Schools

## Cash Summary Report June 2020

Accounting Cycle: FY 19-20; Beginning Period: 06/01/2020 - 06/30/2020 ; Ending Period: 06/01/2020 - 06/30/2020 ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 7/7/2020 3:56:35 PM

Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance	Encumbrances	Available
01	General Fund	\$5,177,991.31	\$1,958,408.80	(\$1,103,815.81)	\$6,032,584.30	(\$80,339.16)	\$5,952,245.14
02	Depreciation Fund	\$1,101,538.87	\$1,117.02	(\$13,876.25)	\$1,088,779.64	(\$2,399.11)	\$1,086,380.53
03	Employee Benefit Fund	\$136,577.22	\$35.92	\$0.00	\$136,613.14	\$0.00	\$136,613.14
06	School Nutrition Fund	\$143,436.09	\$133,715.37	(\$120,887.54)	\$156,263.92	(\$7,966.74)	\$148,297.18
07	Bond Fund	\$511,656.87	\$60,224.90	\$0.00	\$571,881.77	\$0.00	\$571,881.77
08	Special Building Fund	\$288,918.77	\$36,334.95	\$0.00	\$325,253.72	\$0.00	\$325,253.72
	<b>Sub Total</b>	<b>\$7,360,119.13</b>	<b>\$2,189,836.96</b>	<b>(\$1,238,579.60)</b>	<b>\$8,311,376.49</b>	<b>(\$90,705.01)</b>	<b>\$8,220,671.48</b>

Description	Beginning Balance	Revenue	Expenditure	Adjustment	Ending Balance
12 Activity Fund	\$440,241.78	\$16,738.40	\$14,960.64	\$0.00	\$442,019.54

# McCook Public Schools

## Rollup Report - Expenditures - June 2020

Function	Actuals (Selected Range)	Adopted Budget	Actuals (YTD)	Available	% of Budget
01100 - Regular Instruction	\$434,205.07	\$6,069,359.00	\$4,760,360.91	\$1,308,998.09	78.43
01125 - Regular Instructional Programs School Age (Flex-Spending)	\$16,020.68	\$123,990.00	\$165,091.16	(\$41,101.16)	133.15
01150 - Limited English Proficiency Programs	\$11,747.25	\$78,600.00	\$138,219.64	(\$59,619.64)	175.85
01160 - Poverty Programs	\$125,058.00	\$1,757,000.00	\$1,263,317.55	\$493,682.45	71.90
01190 - Early Childhood Educational Programs	\$0.00	\$2,500.00	\$1,954.80	\$545.20	78.19
01195 - Regular Instructional Programs Below Age Five (Flex-Spending)	\$0.00		\$345.60	(\$345.60)	
01200 - Special Education Instructional Programs - School Age	\$128,630.67	\$2,050,750.00	\$1,633,256.43	\$417,493.57	79.64
01291 - Special Education Instructional Programs - Ages 3-5	\$0.00	\$0.00	\$658.99	(\$658.99)	
01295 - Special Education Instructional Programs - Unified Sports	\$87.41		\$874.17	(\$874.17)	
01300 - Summer School	\$0.00	\$88,010.00	\$0.00	\$88,010.00	0.00
02110 - Attendance/Social Work	\$0.00		\$19,797.49	(\$19,797.49)	
02120 - Guidance Services	\$12,866.63	\$189,106.00	\$137,138.45	\$51,967.55	72.52
02130 - Health Services	\$3,490.26	\$59,100.00	\$34,398.09	\$24,701.91	58.20
02141 - Psychological Services - SPED - School Age	\$7,797.29	\$120,780.00	\$108,287.77	\$12,492.23	89.66
02151 - Speech Pathology and Audiology Services - SPED - School Age	\$11,570.88	\$203,600.00	\$162,230.95	\$41,369.05	79.68
02152 - Speech Pathology and Audiology Services - SPED - Age 3-5	\$0.00	\$2,950.00	\$438.67	\$2,511.33	14.87
02153 - Speech Pathology and Audiology Services - SPED - Age 0-2	\$0.00	\$1,000.00	\$69.99	\$930.01	7.00
02161 - Occupational Therapy-Related Services - SPED - School Age	\$6,585.08	\$84,700.00	\$62,714.39	\$21,985.61	74.04
02171 - Physical Therapy-Related Services - SPED - School Age	\$175.00		\$13,164.35	(\$13,164.35)	
02172 - Physical Therapy-Related Services - SPED - Ages 3-5	\$0.00		\$3,267.13	(\$3,267.13)	
02181 - Visually Impaired-Vision Services - SPED - School Age	\$2,458.00	\$7,500.00	\$2,484.32	\$5,015.68	33.12
02190 - Support Services - Student - Other	\$0.00		\$72,925.94	(\$72,925.94)	
02213 - Instructional Staff Training	\$0.00	\$4,500.00	\$1,378.00	\$3,122.00	30.62
02220 - Library-Media Services	\$26,414.81	\$330,845.00	\$290,454.42	\$40,390.58	87.79
02230 - Instruction Related Technology	\$0.00		\$23,000.00	(\$23,000.00)	
02310 - Board of Education	\$205.40	\$51,500.00	\$20,495.68	\$31,004.32	39.80
02320 - Executive Administration	\$18,258.82	\$237,850.00	\$188,886.38	\$48,963.62	79.41
02330 - District Legal Services	\$300.00		\$5,244.00	(\$5,244.00)	
02410 - Office of the Principal	\$82,199.32	\$1,058,845.00	\$810,285.29	\$248,559.71	76.53
02490 - Activity Director	\$9,999.32	\$100,800.00	\$100,639.10	\$160.90	99.84
02510 - Fiscal Services	\$50,940.06	\$617,208.00	\$487,330.24	\$129,877.76	78.96
02580 - Administrative Technology Service	\$13,600.69	\$233,700.00	\$191,015.36	\$42,684.64	81.74
02610 - Operation of Buildings	\$32,328.91	\$780,800.00	\$582,479.84	\$198,320.16	74.60
02620 - Maintenance of Buildings	\$50,652.14	\$746,825.00	\$457,100.52	\$289,724.48	61.21
02650 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$471.97	\$21,500.00	\$5,338.24	\$16,161.76	24.83

02660 - Security	\$0.00	\$41,000.00	\$43,519.47	(\$2,519.47)	106.15
02670 - Safety	\$165.00		\$1,897.50	(\$1,897.50)	
02710 - Vehicle Operation - Regular Education	\$3,455.59	\$256,500.00	\$186,368.02	\$70,131.98	72.66
02712 - Vehicle Operation - School Age SPED	\$45.57	\$59,100.00	\$45,330.94	\$13,769.06	76.70
02713 - Vehicle Operation - Below Age 5 SPED	\$0.00	\$15,900.00	\$0.00	\$15,900.00	0.00
02730 - Vehicle Servicing and Maintenance - Regular Education	\$3,754.41	\$50,100.00	\$42,774.86	\$7,325.14	85.38
03500 - Other State Categorical Programs	\$0.00		\$7,457.11	(\$7,457.11)	
03535 - High Ability Learners	\$389.92	\$25,000.00	\$15,657.97	\$9,342.03	62.63
06200 - Federal Services - Title I Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$18,516.83	\$229,600.00	\$184,826.16	\$44,773.84	80.50
06210 - Federal Services - Title I Part A Accountability ESSA Improving Basic Programs Accountability	\$0.00	\$4,200.00	\$0.00	\$4,200.00	0.00
06310 - Federal Services - Title II Part A ESSA Supporting Effective Instruction	\$0.00	\$40,000.00	\$11,084.90	\$28,915.10	27.71
06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$405.84	\$16,940.00	\$16,307.21	\$632.79	96.26
06408 - Part B 611 Base EP	\$28,571.37	\$345,300.00	\$285,664.48	\$59,635.52	82.73
06412 - Federal Services - IDEA Part B Proportionate Share	\$2,447.62	\$28,500.00	\$24,109.14	\$4,390.86	84.59
06690 - Federal Services - Other Federal Non-Categorical Expenditures	\$0.00	\$7,070.00	\$1,609.98	\$5,460.02	22.77
06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
06969 - Title IV	\$0.00		\$810.00	(\$810.00)	
08000 - Transfers (Outgoing)	\$0.00	\$172,000.00	\$42,000.00	\$130,000.00	24.42
<b>Subtotal of Element: [Fund] 01 - General Fund</b>	<b>\$1,103,815.81</b>	<b>\$16,316,528.00</b>	<b>\$12,654,061.60</b>	<b>\$3,662,466.40</b>	
02190 - Support Services - Student - Other	\$120,887.54	\$550,100.00	\$669,163.90	(\$119,063.90)	121.64
<b>Subtotal of Element: [Fund] 06 - School Nutrition Fund</b>	<b>\$120,887.54</b>	<b>\$550,100.00</b>	<b>\$669,163.90</b>	<b>(\$119,063.90)</b>	
02515 - Building and Sites	\$0.00	\$243,000.00	\$0.00	\$243,000.00	0.00
04700 - Building Improvements	\$0.00		\$347,456.00	(\$347,456.00)	
<b>Subtotal of Element: [Fund] 08 - Special Building Fund</b>	<b>\$0.00</b>	<b>\$243,000.00</b>	<b>\$347,456.00</b>	<b>(\$104,456.00)</b>	
02520 - Purchasing Warehousing and Distributing Services	\$13,876.25		\$87,738.82	(\$87,738.82)	
02900 - Unemployment Compensation	\$0.00	\$131,500.00	\$0.00	\$131,500.00	0.00
<b>Subtotal of Element: [Fund] 02 - Depreciation Fund</b>	<b>\$13,876.25</b>	<b>\$131,500.00</b>	<b>\$87,738.82</b>	<b>\$43,761.18</b>	
02520 - Purchasing Warehousing and Distributing Services	\$0.00	\$5,250.00	\$0.00	\$5,250.00	0.00
02900 - Unemployment Compensation	\$0.00		\$205.41	(\$205.41)	
<b>Subtotal of Element: [Fund] 03 - Employee Benefit Fund</b>	<b>\$0.00</b>	<b>\$5,250.00</b>	<b>\$205.41</b>	<b>\$5,044.59</b>	
05000 - Debt Service	\$0.00	\$421,000.00	\$413,727.50	\$7,272.50	98.27
<b>Subtotal of Element: [Fund] 07 - Bond Fund</b>	<b>\$0.00</b>	<b>\$421,000.00</b>	<b>\$413,727.50</b>	<b>\$7,272.50</b>	
<b>Grand Total</b>	<b>\$1,238,579.60</b>	<b>\$17,667,378.00</b>	<b>\$14,172,353.23</b>	<b>\$3,495,024.77</b>	

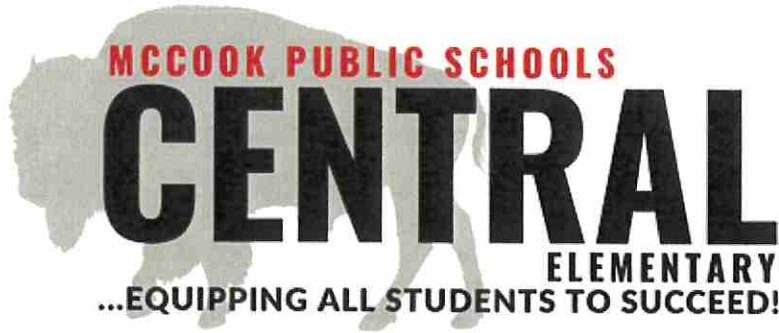
# McCook Public Schools

## Account Summary Break Report - Revenue - June 2020

[Fund] 01 - General Fund						
Account Code	Description	Actual (Date)	Budget (YTD)	Actual (YTD)	Available (YTD)	% of Budget
01-1-01100-00-000-000	Local Property Taxes	(\$1,146,171.30)	(\$7,802,000.00)	(\$6,884,555.72)	(\$917,444.28)	88.24
01-1-01115-00-000-000	Carline Taxes	\$0.00	(\$4,000.00)	(\$696.45)	(\$3,303.55)	17.41
01-1-01120-00-000-000	Public Power Dist. Sales Tax	\$0.00	(\$310,000.00)	(\$272,149.69)	(\$37,850.31)	87.79
01-1-01125-00-000-000	Motor Vehicle Taxes	(\$57,355.29)	(\$700,000.00)	(\$623,483.94)	(\$76,516.06)	89.06
01-1-01323-00-000-000	Tuition - District - Sped	\$0.00	(\$36,000.00)	(\$7,140.00)	(\$28,860.00)	19.83
01-1-01510-00-000-000	Interest	(\$4,991.22)	(\$50,000.00)	(\$35,555.01)	(\$14,444.99)	71.11
01-1-01911-00-000-000	Local License Fees	(\$350.00)	(\$7,000.00)	(\$8,236.00)	\$1,236.00	117.65
01-1-01921-00-000-000	Police Court Fines	(\$624.00)	(\$6,000.00)	(\$6,726.15)	\$726.15	112.10
01-1-02110-00-000-000	County Fines & License Fees	(\$2,217.36)	(\$80,000.00)	(\$38,532.36)	(\$41,467.64)	48.16
01-1-03110-00-000-000	State Aid	(\$489,828.00)	(\$4,898,253.00)	(\$4,898,253.00)	\$0.00	100.00
01-1-03120-00-000-000	Sped School Age	(\$202,733.00)	(\$1,120,000.00)	(\$1,031,906.00)	(\$88,094.00)	92.13
01-1-03125-00-000-000	Sped Trans. Sch Age	\$0.00	(\$25,000.00)	(\$34,765.00)	\$9,765.00	139.06
01-1-03130-00-000-000	Homestead Exemption	(\$35,426.71)	(\$180,000.00)	(\$141,706.84)	(\$38,293.16)	78.72
01-1-03131-00-000-000	Property Tax Credit	\$0.00	\$0.00	(\$491,611.74)	\$491,611.74	0.00
01-1-03155-00-000-000	Textbook Loan	\$0.00	\$0.00	(\$2,879.16)	\$2,879.16	0.00
01-1-03180-00-000-000	Pro Rate Motor Vehicle	\$0.00	(\$23,500.00)	(\$23,152.37)	(\$347.63)	98.52
01-1-03400-00-000-000	State Apportionment	\$0.00	(\$335,000.00)	(\$325,213.71)	(\$9,786.29)	97.07
01-1-03500-00-000-000	Other State Categorical	\$0.00	\$0.00	(\$4,778.00)	\$4,778.00	0.00
01-1-03512-00-000-000	Distance Educ. Incentive Payments	\$0.00	(\$2,000.00)	(\$1,690.38)	(\$309.62)	84.51
01-1-03535-00-000-000	High Ability Learner Payments	\$0.00	(\$11,325.00)	(\$10,406.00)	(\$919.00)	91.88
01-1-03990-00-000-000	Other State Receipts	\$0.00	(\$15,000.00)	(\$3,884.56)	(\$11,115.44)	25.89
01-1-04505-00-000-000	Title I Current Fiscal Year	\$0.00	(\$240,000.00)	(\$225,936.00)	(\$14,064.00)	94.14
01-1-04506-00-000-000	Title I Needs Improvement	\$0.00	(\$12,000.00)	\$0.00	(\$12,000.00)	0.00
01-1-04509-00-000-000	Title II, Part A Teacher Quality	\$0.00	(\$40,000.00)	(\$17,909.00)	(\$22,091.00)	44.77
01-1-04512-00-000-000	Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four (6404)	\$0.00	(\$175,049.00)	(\$30,048.00)	(\$145,001.00)	17.16
01-1-04516-00-000-000	IDEA Base 3-5	(\$8,960.00)	(\$15,738.00)	(\$8,960.00)	(\$6,778.00)	56.93
01-1-04519-00-000-000	IDEA Poverty	\$0.00	(\$175,049.00)	(\$33,668.00)	(\$141,381.00)	19.23
01-1-04521-00-000-000	IDEA Non-Public	\$0.00	(\$29,414.00)	(\$6,785.00)	(\$22,629.00)	23.06
01-1-04524-00-000-000	Other Federal Non-categorical	\$0.00	(\$13,200.00)	\$0.00	(\$13,200.00)	0.00
01-1-04525-00-000-000	Federal Carl Perkins	\$0.00	(\$2,000.00)	\$0.00	(\$2,000.00)	0.00
01-1-04530-00-000-000	Categorical Grants	\$0.00	(\$3,000.00)	(\$10,160.00)	\$7,160.00	338.66
01-1-04708-00-000-000	Medicaid In Public Schools	(\$9,751.92)	(\$5,000.00)	(\$31,613.60)	\$26,613.60	632.27
01-1-04709-00-000-000	Medicaid Administrative Activity	\$0.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00
<b>Sub Total</b>		<b>(\$1,958,408.80)</b>	<b>(\$16,316,528.00)</b>	<b>(\$15,212,401.68)</b>	<b>(\$1,104,126.32)</b>	<b>93.23</b>
[Fund] 02 - Depreciation Fund						
Account Code	Description	Actual (Date)	Budget (YTD)	Actual (YTD)	Available (YTD)	% of Budget
02-1-01510-00-000-000	Interest	(\$1,066.62)	(\$1,500.00)	(\$1,395.77)	\$9,895.77	759.71
02-1-05200-00-000-000	Transfers From General Fund	\$0.00	(\$130,000.00)	(\$652.00)	(\$129,348.00)	0.50

02-1-05690-00-000-000	Non-revenue Receipts	(\$50.40)	\$0.00	(\$5,613.52)	\$5,613.52	0.00
<b>Sub Total</b>		<b>(\$1,117.02)</b>	<b>(\$131,500.00)</b>	<b>(\$17,661.29)</b>	<b>(\$113,838.71)</b>	<b>13.43</b>
<b>[Fund] 03 - Employee Benefit</b>						
<b>Account Code</b>	<b>Description</b>	<b>Actual (Date)</b>	<b>Budget (YTD)</b>	<b>Actual (YTD)</b>	<b>Available (YTD)</b>	<b>% of Budget</b>
03-1-01510-00-000-000	Interest - Unemployment	(\$35.92)	(\$250.00)	(\$339.44)	\$89.44	135.77
03-1-05200-00-000-000	Transfers From General Fund	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	0.00
<b>Sub Total</b>		<b>(\$35.92)</b>	<b>(\$5,250.00)</b>	<b>(\$339.44)</b>	<b>(\$4,910.56)</b>	<b>6.47</b>
<b>[Fund] 06 - School Nutrition</b>						
<b>Account Code</b>	<b>Description</b>	<b>Actual (Date)</b>	<b>Budget (YTD)</b>	<b>Actual (YTD)</b>	<b>Available (YTD)</b>	<b>% of Budget</b>
06-1-01510-00-000-000	Interest	(\$10.52)	(\$100.00)	(\$171.26)	\$71.26	171.26
06-1-01610-00-000-000	Sale Of Lunches/milks	\$0.00	\$0.00	(\$4,711.81)	\$4,711.81	0.00
06-1-01611-00-000-000	School Lunch Program	(\$189.34)	(\$250,000.00)	(\$200,196.36)	(\$49,803.64)	80.07
06-1-01960-00-000-000	Other Local Receipts	\$0.00	\$0.00	(\$450.39)	\$450.39	0.00
06-1-03150-00-000-000	State Reimbursement	\$0.00	(\$300,000.00)	\$0.00	(\$300,000.00)	0.00
06-1-04210-00-000-000	Federal Reimbursement	(\$133,506.96)	\$0.00	(\$487,612.30)	\$487,612.30	0.00
06-1-05690-00-000-000	Other Non-revenue Receipts	(\$8.55)	\$0.00	(\$17,668.94)	\$17,668.94	0.00
<b>Sub Total</b>		<b>(\$133,715.37)</b>	<b>(\$550,100.00)</b>	<b>(\$710,811.06)</b>	<b>\$160,711.06</b>	<b>129.21</b>
<b>[Fund] 07 - Bond Fund</b>						
<b>Account Code</b>	<b>Description</b>	<b>Actual (Date)</b>	<b>Budget (YTD)</b>	<b>Actual (YTD)</b>	<b>Available (YTD)</b>	<b>% of Budget</b>
07-1-01100-00-000-000	Local Property Taxes	(\$57,778.68)	(\$410,000.00)	(\$329,692.61)	(\$80,307.39)	80.41
07-1-01115-00-000-000	Carline Taxes	\$0.00	(\$385.00)	(\$38.28)	(\$346.72)	9.94
07-1-01120-00-000-000	Public Power Dist. Sales Tax	\$0.00	(\$245.00)	(\$18,676.39)	\$18,431.39	7,623.01
07-1-01510-00-000-000	Interest	(\$110.50)	(\$570.00)	(\$2,789.20)	\$2,219.20	489.33
07-1-03130-00-000-000	Homestead Exemption	(\$2,335.72)	(\$8,600.00)	(\$9,342.88)	\$742.88	108.63
07-1-03131-00-000-000	Property Tax Credit	\$0.00	\$0.00	(\$24,050.78)	\$24,050.78	0.00
07-1-03180-00-000-000	Pro Rate Motor Vehicle	\$0.00	(\$1,200.00)	(\$1,225.38)	\$25.38	102.11
<b>Sub Total</b>		<b>(\$60,224.90)</b>	<b>(\$421,000.00)</b>	<b>(\$385,815.52)</b>	<b>(\$35,184.48)</b>	<b>91.64</b>
<b>[Fund] 08 - Special Building</b>						
<b>Account Code</b>	<b>Description</b>	<b>Actual (Date)</b>	<b>Budget (YTD)</b>	<b>Actual (YTD)</b>	<b>Available (YTD)</b>	<b>% of Budget</b>
08-1-01100-00-000-000	Local Property Taxes	(\$34,955.66)	(\$238,000.00)	(\$165,645.64)	(\$72,354.36)	69.59
08-1-01115-00-000-000	Carline Taxes	\$0.00	(\$150.00)	(\$9.08)	(\$140.92)	6.05
08-1-01120-00-000-000	Public Power Sales Tax	\$0.00	(\$1,000.00)	(\$81,637.26)	\$80,637.26	8,163.72
08-1-01510-00-000-000	Interest	(\$298.58)	(\$1,000.00)	(\$2,437.32)	\$1,437.32	243.73
08-1-01960-00-000-000	Other Local Receipts	\$0.00	\$0.00	(\$210,019.40)	\$210,019.40	0.00
08-1-01990-00-000-000	Miscellaneous Local Revenue	\$0.00	\$0.00	(\$582.05)	\$582.05	0.00
08-1-03130-00-000-000	Homestead Exemption	(\$1,080.71)	(\$1,100.00)	(\$4,322.84)	\$3,222.84	392.98
08-1-03131-00-000-000	Property Tax Credit	\$0.00	\$0.00	(\$14,996.83)	\$14,996.83	0.00
08-1-03180-00-000-000	Pro-rate Motor Vehicle	\$0.00	(\$1,750.00)	(\$605.09)	(\$1,144.91)	34.57
<b>Sub Total</b>		<b>(\$36,334.95)</b>	<b>(\$243,000.00)</b>	<b>(\$480,255.51)</b>	<b>\$237,255.51</b>	<b>197.64</b>
<b>Grand Total</b>		<b>(\$2,189,836.96)</b>	<b>(\$17,667,378.00)</b>	<b>(\$16,807,284.50)</b>	<b>(\$860,093.50)</b>	<b>95.13</b>

604 West 1st,  
McCook, NE 69001  
308-344-4400 Ex. 3



Principal: Joel Bednar  
jbednar@mccookbison.org  
Secretary: Kim Lyons  
klyons@mccookbison.org  
Counselor: Debbie Arp  
debbie.arp@mccookbison.org

Enrollment	
4th Grade	
5th Grade	
Total	

Board of Education:

- We finished up with about 15 kids in summer school. I also brought in additional 5 kids in June that missed significant portions of e-Learning due to family/personal dynamics. I focused primarily on math with these 5 kids. The other 15 students were focused on Literacy.
- Plans are being made for the Fall at Central. We have purchased numerous signage, plexiglass, etc to help prepare for students. We are ordering new water fountains to fill water bottles rather than rely on kids drinking from the fountain.
- The maintenance department created a new room in our office area. In the afternoons, we have struggled finding confidential areas for services such as counseling, PT, OT, Teammates, HHS meetings. Thanks for their hard work!
- Fall Festival is being planned for Friday, October 16 from 5-7PM (I sure hope we can have it). I planted around 200 pumpkin seeds!

Curriculum:

- I decided to not take our 2nd year teachers to Omaha July 20-22 for the Omaha PLC Institute. The CHI Event Center was limiting capacity. We will look for another opportunity for this group as well as our next group of teachers.
- I've been working on a data dashboard for internal use that brings info in from N-SCAS, Map Growth, ACT, etc into one place for teachers to utilize. I will share when it is completed. I'm kind of excited about it.

McCook Elementary  
Board Report  
July 2020

1. Enrollment:

PreK 3-Year-Olds	
Prek 4-Year-Olds	
Kindergarten	
1st Grade	
2nd Grade	
3rd Grade	
Total	

2. Curriculum/Instruction

- a. Summer ELO was held for identified students in accordance with Nebraska READS. We served about 80 students with staff making direct contact either daily, or weekly. Activities included some online, worksheets, and video conferencing.

3. General Announcements

- a. A welcome back presentation will be held by Mr. Borland in August for parents to gain information about what school will look like this year with the many COVID restrictions & regulations.

4. PTO News:

- a. We will be providing pop-cicles to students on Walk to School Night.
- b. We will be working on a makeup date for our spring carnival.

5. Career Opportunities @ McCook Elementary School

a. Kindergarten

- i. Field trip to fire station & Randel Farms
- ii. Community Helpers Unit
- iii. Structured play students have the opportunity to explore a variety of careers through exploration in pretend play (dress up/building).

b. 1st Grade

- i. Future self letters (what they want to be when they grow up, where they want to live, and favorite memory, friend, food. etc.).
- ii. Field trip to fire station and green house
- iii. Community Helpers Unit
- iv. STEAM activities
- v. MCC Readers
- vi. Agricultural exposure

c. 2nd Grade

- i. Fire Safety Day
  - ii. MNB Savings Day
  - iii. Community Workers Presentations
  - iv. Science and SS topics
  - v. Writing about future plans
- d. 3rd Grade
- i. Fire Safety Day
  - ii. MNB Savings Day
  - iii. Nate Schneider- city manager presentations
  - iv. Community workers discussion, reports, presentations
  - v. Natural Resources opportunities
  - vi. STEAM activities
  - vii. Science and SS topics
  - viii. Museum and Historical Society staff at High Plains Museum and Pioneer Village Field Trip
- e. All Grades
- i. Musicians and artists through the music and art curriculum/presentations
  - ii. PBIS discussion and skill of the week
  - iii. NED Presentation about character and working to make our world better
  - iv. STEAM Night was held back in February. .
  - v. College Banner Wall

July 13, 2020

## SH Board Report

Senior High, Jeff Gross, Principal

In the fall of 2019, McCook Senior High School went through a complete educational based analysis review (EBA). We received a near perfect score for the pathway known as College Career, and Civic Ready. Attached are the 5 Tenets of the College Career, and Civic Ready Review we underwent. All documentation follows each narrative in a link.

**College, Career, and Civic Ready - 1** The school utilizes a curriculum that is aligned to the Nebraska Content Area Standards for all content areas. There is a clearly defined and transparent process in place to develop, modify, review, and select curriculum and/or instructional materials, and the process is codified in school policy.

EBA Rubric Level 4 Rating: The school utilizes a curriculum for all content areas. The curriculum is fully aligned to the Nebraska Content Area Standards. The school is able to provide evidence of the alignment to standards. There is a process in place to develop, modify, review, and select curriculum and/or instructional materials. The process is included in district and/or school policy. School staff work together regularly to review the curriculum and monitor its implementation.

### **Narrative**

:

**High School Curriculum Map:** This is a list of all classes taught at McCook High School and the essential learnings that are guaranteed to be learned by students for each class.

**Curriculum Selection Process:** We have divided our teachers into content area teams that have worked together to identify the essential learnings for each class. They then worked collaboratively to build assessments to show mastery of the guaranteed and viable curriculum. They continually look at their results from these assessments to adjust their instruction and curriculum accordingly.

**Essential Standards Target:** When determining the guaranteed and viable curriculum of every class at McCook High School, the main components of the curriculum are identified from state standards and called essential standards. The standards are then unpacked, and specific skills and content are identified to focus on. These standards are given the most time, resources, and support in the classroom. They are listed in the innermost circle of the target. The middle circle

are things that are going to be taught and assessed, but given slightly less time, resources, and support. The items in the outermost circle are brought up in the classroom, but as more of an introduction or extension opportunity for students that have already shown mastery of the essentials.

**CRT Binder:** Each teacher at McCook High School has created a binder of the key components of their curriculum for each of their classes. The CRT Binders include the following: the essential learnings for that class, an unpacked version of those standards, a pacing guide for that class, and the assessments (formative, interim, and summative) that are used to show mastery of the essential learning.

**Tableau:** Tableau is part of Infinite Campus. Through Tableau we have the ability to monitor which students have taken and passed which essential learning assessments. We have our teachers link their essential learning for each class to an assessment that is used to show mastery of the essential learning. We can then use that information to help set up additional support for the students who have not shown mastery of the essential learnings through our PRTI process.

**Vertical Target Alignment:** Several times each school year we have teachers come together to assess what is being taught at each grade level. They identify any areas of redundancy and work to eliminate those. They also look for gaps in our curriculum and come up with solutions to fill those gaps.

**Did you Knows:** These documents are created by the school superintendent and are shared with the entire staff. They are discussed at weekly administration meetings and then also at weekly staff meetings. They are used to highlight and explain the processes that McCook Public Schools uses to ensure student success.

**ITIP:** The entire district uses the ITIP lesson plan to guarantee that all students are receiving high quality instruction. New teachers to the district are trained on how to use the lesson plan, and all staff receive continuous reminders of the importance of quality lesson design.

## **Evidence**

:

- High School Curriculum Map
  - Content Standards LINK
  - Essential Standards by High School Course LINK
- Curriculum Selection Process
  - MPS Learning Plan LINK

- How to Identify Essential Standards LINK
- Blank Essential Standard Document LINK
- How to Unpack Essential Standards LINK
- Curriculum Flow Chart LINK
- Essential Standards Documents
  - Information and Technology Essential Standard Document LINK
  - Geometry Essential Standard Document LINK
  - Web Design Essential Standard Document LINK
  - Social Studies Essential Standard Document LINK
  - Chemistry Essential Standard Document LINK
- CRT Binder
  - CRT Binder Checklist LINK
  - High School English CRT Binder
    - English Essential Target LINK
    - Nebraska State Standards LINK
    - Unpacked Standards and Pacing Guide LINK
- Tableau
  - Example Tableau Report LINK
- Vertical Alignment of Curriculum
  - Vertical Alignment Document LINK
- Did You Knows
  - Identifying Essential Standards LINK
  - Reading, Writing, and Discussion LINK
- ITIP Document
  - District Lesson Plan Template LINK

- Board Policy on Curriculum Adoption
  - Board Policy LINK

**College, Career, and Civic Ready - 2** The school integrates the Nebraska Career Readiness Standards into all content areas.

EBA Rubric Level 4 Rating: The school curriculum fully integrates the Nebraska Career Readiness Standards into all content areas. The school is able to provide comprehensive evidence of integration.

### **Narrative**

:

Nebraska Career Readiness Standards: McCook High School teachers are instructed to integrate the Nebraska Career Readiness Standards into all of their classes. It is a goal of McCook High School that students have the skills to do what they choose when they graduate.

Teacher Lesson Plans: This is a sample collection of lesson plans and assignments taken from courses throughout our high school curriculum. Nebraska Career Readiness Standards are included in aspects of these plans.

McCook High School Rubric: We have students complete a self assessment of where they believe they are on the rubric. This is completed prior to meeting with their counselor each semester. The counselors then go through the rubric with the students and try to identify classes the student could take to help the student address some of their weak areas and expand on some of their strengths.

Writing Across the Curriculum: We have decided to focus on writing in every class at McCook High School. We believe that writing well corresponds with many of the Nebraska Career Readiness Standards. Examples of writing from each course were recorded for each semester of the 2018-2019 school year.

### **Evidence**

:

- Career Readiness Standards LINK LINK
- Teacher Lesson Plans

- Freshman Career Unit LINK
  - Applies Appropriate Academic and Technical Skills
    - Information Technology LINK
  - Communicates Effectively & Appropriately
    - Health LINK
    - Speech LINK
  - Contributes to Employer and Community Success
    - Bison Tech LINK
      - CASA website Support LINK, LINK
  - Makes Sense of Problems and Persevere in Solving Them
    - Electronics LINK
  - Uses Critical Thinking LINK
    - American History LINK
    - English 11 LINK
  - Demonstrates Innovation and Creativity
    - Woods LINK
  - Models Ethical Leadership and Effective Management
    - FFA LINK
    - Choir LINK
  - Works Productively in Teams and Demonstrates Cultural Competency
    - TV Production LINK
  - Utilizes Technology
    - Web Design LINK
  - Manages Personal Career Development
    - Information Technology LINK
    - Art LINK
  - Attends to Personal and Financial Well-Being
    - Personal Finance LINK
    - Health LINK
- Rubric ○ College and Career Readiness Rubric LINK
- Writing Across the Curriculum
    - 2018 Fall Examples LINK
    - 2019 Spring Examples LINK

**College, Career, and Civic Ready - 3** The school provides students with the opportunity to acquire and demonstrate the knowledge, skills, actions, and dispositions that citizens in a republic need to fulfill obligatory civic rights and responsibilities.

EBA Rubric Level 4 Rating: The school always provides extensive opportunities for students to acquire knowledge, skills, actions, and dispositions needed to be responsible citizens. There is clear and updated documentation indicating students are successfully able to demonstrate the knowledge, skills, actions, and dispositions needed to be responsible citizens. The school coordinates with other districts/schools to share best practices and to showcase student learning.

**Narrative:** Citizenship Exam: Every student that graduates from McCook High School will take the U.S. Citizenship and Immigration Services Test, earning a score of 80% or better. This is in accordance with 79-724.

Voter Registration: Students who take Government and Law as seniors are encouraged to register to vote. Information is presented and multiple opportunities are given through the class to become a registered voter.

County Government Day: Each year members of the Junior Class are selected to go to the Red Willow County Courthouse to interact with locally elected officials. These students spend the day learning about the duties that the different officials must carry out as part of their office.

Student Groups: We offer a variety of student groups at McCook High School to help students grow in their understanding of what it means to be an informed, active citizen. They include the following: Student Council, Teens in the Driver's Seat, Mock Trial, Interact, National Honor Society, County Government Day, Student member of the School Board, Bison Tech Team, FBLA, YCR.

ESU 15 PLC Days: Every year ESU 15 coordinates several days for local schools to come together to collaborate on improving our schools. Typically groups are broken down by age and subjects. Typical topics include instruction, assessment, and behavior.

## **Evidence**

:

- Classroom Activities
  - Sample Social Studies Curriculum CRT notebook LINK part 1
  - SEL LESSONS LINK
  - Citizenship Knowledge Plan LINK
  - Voter Registration Smart Goal LINK

- Assessment Data LINK
- County Government Day LINK
- MHS Social Media LINK
- Student Clubs
  - Teens in the Driver's Seat
    - Seat Belt Check LINK
    - Safe Driving Pledge LINK
  - Student Council
    - Student Council Roster LINK
    - Flood Relief Drive LINK
  - NHS spending time at Retirement Home LINK
  - Math Club Blood Drive LINK
  - Mock Trial Trophies LINK
  - FBLA
    - Litter Pick Up LINK
    - Salvation Army Help LINK
  - FFA Serving Meals at Cattlemen's Ball LINK
  - Interact
    - Tree Planting LINK
    - Highway Cleanup LINK
    - Purple Pinky LINK
  - Haunted House
    - Haunted House Cast LINK
    - Donated Food LINK
  - Student School Board Member
  - YCR
    - Easter Egg Decorating LINK
    - Youth Dance LINK
    - Youth Pool Movie LINK
- ESU 15 PLC Days
  - Jimmy Casas ESU Agenda LINK
  - Science 6-12 LINK
  - Science PLC Sign in Sheet LINK
  - Math 6-12 LINK
  - MATH PLC Sign in sheet LINK
  - ELA 6-12 LINK
  - ELA PLC Sign in sheet LINK

**College, Career, and Civic Ready – 4** The school partners with businesses and industries to provide students with workplace experiences to identify career opportunities in Nebraska and develop career-readiness skills.

EBA Rubric Level 4 Rating: The school partners with businesses and industries to offer extensive workplace experiences to all students throughout the year. There is a fully developed and systematic process offering workplace experience opportunities to students. These experiences are fully aligned with the school's course and program offerings. The school actively communicates with businesses and industries to gather feedback on students' workplace performance.

### **Narrative**

:

1. Health Careers Class taught to juniors and seniors who have a strong desire to pursue a health career. Students have the opportunity for job shadowing and networking. Along with classroom work, students go to Community Hospital once a week to shadow and interact with a different health professional each week. Second semester students make weekly visits to other health-related business to receive information on that career. Businesses that have been toured in the past include the following: Red Willow Animal Clinic, The Work Ethic Camp, Lifetime Eye, U Save Pharmacy, McCook Family Planning, Michaelis Chiropractic among others. In March each year the group goes to Lincoln and Omaha to visit educational programs and other health-related facilities that are not available in Southwest Nebraska.
2. Our entire Senior Class takes a day to tour the local and global industrial businesses that are located here in McCook. They make four stops on the tour: McCook Community Hospital, Walmart Supercenter, Valmont Industries, and Parker-Hannifin. On these tours, students are given a behind the scenes look at what it takes to make these major corporations run on a daily basis.
3. Juniors sign up and attend County Government Day to learn about different roles that are needed to make a county system run smoothly at the Red Willow County Courthouse.
4. Counselors meet with all students on their caseload a minimum of once a semester to discuss current progress towards graduation requirements and future plans (college, career, etc.). EducationQuest information is presented to all

students about college readiness.

5. We had 16 students working in the community to receive approved work study credit during the 2018-2019 school year. These jobs help students decide on career paths. Some of these students go on to full-time positions within those companies.
6. Information Technology I courses are taken by all 9th grade students and include a career exploration component to help them start considering what they want to do after they complete their education.
7. All sophomores participate in a Connect the Dots day exploring careers related to their top identified clusters with the UNL Extension Office.
8. Our staff brings in speakers to talk to our students about the education that is needed to receive a position within their companies. The speakers talk to students about the possibility of internships and what they look for in a good employee. The employers also go over strategies to help with the interview process to give each student an equitable chance at employment.

### **Evidence**

:

1. Health Careers Class Syllabus [LINK](#)
2. Senior business tour. [LINK](#)
3. County Government Day Roster [LINK](#)  
Pamphlet [LINK](#)  
[LINK](#)
4. Counseling documents
  - a. College & Career Plan - [LINK](#) [LINK](#)
  - b. Senior survey: [LINK](#)
  - c. Fall senior meeting outline: [LINK](#)
  - d. Senior Powerpoint: [LINK](#)
  - e. Student's PLP: [LINK](#)
  - f. Education Quest handout [LINK](#)
  - g. College Planning handbook discussed and given to 10th & 11th graders: [LINK](#)
  - h. Exploring College handbook discussed and given to 9th & 10th graders: [LINK](#)
5. Work Study [LINK](#) [LINK](#)

6. Careers Research Info Tech Lesson Plans [LINK](#) [LINK](#) [LINK](#) [LINK](#)

7. Connect the Dots Employer Partner List [LINK](#)

8. Community Partner Guest Speakers  
[LINK](#)

**College, Career, and Civic Ready – 5H** The school provides every student with opportunities that focus on career preparation aligned with the Nebraska Career Education Programs of Study that consider graduation requirements, postsecondary expectations, and career cluster choices.

EBA Rubric Level 4 Rating: The school provides opportunities on all of the following topics: career preparation, programs of study that consider graduation, programs of study that consider post-secondary requirements, and career cluster choices. These opportunities are offered to all students throughout the year. There is clear and updated documentation on offering such opportunities.

Narrative:

Health Careers Class is taught to juniors and seniors who have a strong desire to pursue a health career. Along with classroom work, students go to Community Hospital once a week to shadow and interact with a different health professional each week. Second-semester students go once a week to other health-related businesses to receive information on that career. Businesses that have been toured in the past include the following: Red Willow Animal Clinic, The Work Ethic Camp, Lifetime Eye, U Save Pharmacy, McCook Family Planning, Michaelis Chiropractic among others. In March each year the group goes to Lincoln and Omaha to visit educational programs and other health-related facilities that are not available in Southwest Nebraska.

The America's Promise Grant enables students to participate in the Health Careers Tour. Grant money helps to provide for lodging and mileage for students to have exposure to post-secondary options for health career-related fields of study.

Senior students attend a tour of local businesses. This is a great opportunity for students to see what goes on "behind the scenes" in many of the local establishments. This is also another way for students to see careers that are available to students in the local community.

Seniors sign up and attend County Government Day to learn about different roles at the Red Willow County Courthouse.

EducationQuest information about college readiness is presented to all students. An EducationQuest employee also does a web ex program with students and parents regarding financial issues facing college-bound students. EducationQuest representatives also come to McCook and spend two days with parents registering them for FAFSA applications.

National Guard recruiters presented to students about careers in the military and provided students with the opportunity to experience a sample obstacle course. Recruiters are also on campus several times a month to visit with students and answer questions about career options available to them..

Art club classes complete and tour art exhibits both at McCook Community College and the Art Guild in McCook.

We currently have 16 students working in the community to receive approved work-study credit. These jobs help students decide on career paths.

Information Technology I courses are taken by all 9th-grade students and include a career exploration component.

## **Evidence**

:

Health Careers Syllabus [LINK](#)

- Counseling Documents
  - College & Career Plan [LINK](#) [LINK](#)
  - Senior survey: [LINK](#)
  - Fall senior meeting outline: [LINK](#)
  - Senior Powerpoint: [LINK](#)
  - Student's PLP: [LINK](#)
  - EducationQuest [LINK](#)
  - College Planning handbook discussed and given to 10th & 11th graders: [LINK](#)
  - Exploring College handbook discussed and given to 9th & 10th graders: [LINK](#)
- 
- America's Promise Grant Application [LINK](#)
- Documents for Information Technology
  - Info Tech Lesson Plans, includes career research [LINK](#)

- Peer mentors [LINK](#)
- Student mentoring: [TeamMates LINK](#) Peer mentors [LINK](#)
  - Teammates Data: total number of visit with student/mentee (student names protected) [LINK](#)
- ASVAB
  - score interp schedule: [LINK](#)
  - Info on interest inventory/career exploration tools: [LINK](#)
- College Access Grant activities
  - Schedule of campus visits for 2018-2019: [LINK](#)
  - CAG summary for school board (given Fall 2018): [LINK](#)
- Connect The Dots
  - Schedule: [LINK](#)
  - Interest inventory from NE career connections: [LINK](#)
- Course offerings
  - Master schedule: [LINK](#)
  - course descriptions: [LINK](#)
- MCC documents
  - Early entry course offerings at MCC: [LINK](#)
  - MHS self-advising guide: [LINK](#)

Junior High Board Report  
July 2020  
Chad Lyons, Principal

Junior High Career Activities

6th Grade

1. Guidance staff presented Look to College information from EducationQuest. The presentation was cancelled and the information was included in our final grade sheet mailing to parents.
2. National Guard recruiters visited with students about careers in the military while they experienced a sample inflatable obstacle course.
3. Students completed a Personal Learning Plan, to plan, monitor, and manage their learning.
4. During fall parent/teacher conferences parents were offered a college saving survey and information about NEST529 college saving plan from EducationQuest.

7th Grade

1. Students attended the McCook Heritage walking tour organized by our Hometown Community Task Force. The tour was cancelled because of the Covid19 pandemic.
2. Reality Check from EducationQuest student completed. Students were not able to complete the check because of Covid19 pandemic.
3. National Guard recruiters visited with students about careers in the military while they experienced a sample inflatable obstacle course.
4. Students completed a Personal Learning Plan to plan, monitor, and manage their learning. This was cancelled because of the Covid19 pandemic.
5. During fall parent/teacher conferences parents were offered a college saving survey and information about NEST529 college saving plan from EducationQuest.

8th Grade

1. Girls attended Expanding Your Horizons conference of math and science careers at MPCC. This was cancelled because of the Covid19 pandemic.
- 2.. Boys attended an MPCC career conference day. This was cancelled because of the Covid19 pandemic.
3. Students attended the Chamber of Commerce Ag Task Force Agricultural Tour. This was cancelled because of the Covid19 pandemic.
4. EducationQuest presented to students about college readiness. The presentation was cancelled and the material was included in our final grade sheet mailing to parents.
5. National Guard recruiters visited with students about careers in the military while they experienced a sample inflatable obstacle course.
6. Students completed a Personal Learning Plan, to plan, monitor, and manage their learning. This was cancelled because of the Covid19 pandemic.
7. During fall parent/teacher conferences parents were offered a college saving survey and information about NEST529 college saving plan from EducationQuest.

SPED Report  
July 2020  
John Hanson

1. Protective barriers for all SPED teachers have arrived.
2. Considering buying more amplification devices for children with hearing loss.
3. Small group of SPED staff is advocating for clear masks, for selected staff, to help children with hearing loss read lips.

# Memo

To: McCook Public School Board members  
From: Tom Bredvick for the Ad-hoc Compensation/Contract Committee  
Date: July 9, 2020  
Re: Recommendations Regarding Superintendent Contract

## **Term**

Following our review of Mr. Norgaard's contract in 2015, we approved a dual-notice provision allowing for the extension of our contract with Mr. Norgaard. As of July 1, the contract renewed for an additional year leaving three years on our current contract so no extension is necessary.

## **Other Contract Provisions**

Over the past year I have visited multiple times with Mr. Norgaard about his contract. At this time, I am not recommending any changes to his contract:

- As of this time Mr. Norgaard does not wish to change any non-compensation provisions of his contract,
- I am not proposing any specific changes in contract language, and
- Our contract was reviewed by legal counsel in 2015 with no language changes since then.

## **Compensation**

Data was reviewed regarding publicly filed Superintendent Transparency Act disclosures at <https://stpa.education.ne.gov>. The next page details 27 districts. These districts are included due to the conferences we are members of and we have used the last several years for comparison reasons.

1. Top 1/3<sup>rd</sup> has an average compensation of \$284,349 while the bottom 1/3<sup>rd</sup> was \$196,581 and the middle tier average was \$223,247 or 3.79% higher than last year. We have held steady in the 14<sup>th</sup> position in the 27 comparisons.
2. May-over-May Midwestern reported consumer price index is at 0.4% year-over-year. When you exclude food and energy, the index is up 0.8% for May (most recently reported).

Based on my visits with Mr. Norgaard, Mr. Brazell, our financial position, the economic environment, the cost-of-living, the competitive environment, performance, and negotiations with Mr. Norgaard, I am recommending the following:

- a. A salary of \$168,500 or \$1,000 added on salary,
- b. Maintain his health insurance at family coverage, and
- c. No other contractual changes.

I would recommend a motion to set the salary to the above, maintain health insurance, and no other changes effective July 1, 2020 through June 30, 2021. With no other changes this will be an estimated compensation package increase of 1.65% increase. This would make the 3 year average 1.79% for his compensation change.

## Compensation Comparison: Conference Members & Various Comparable Schools

2020 Ranked By Total Compensation				Rank		
School	Salary	Non-Salary	Total	Salary	Total	
Grand Island	267,363	63,298	330,661	1	1	Total Avg \$284,349
Columbus	224,925	76,878	301,803	4	2	
Kearney	253,490	45,120	298,610	2	3	
Scottsbluff	187,106	96,379	283,485	9	4	
North Platte	231,471	44,666	276,137	3	5	
Norfolk	211,030	63,481	274,511	6	6	
Lexington	195,137	70,779	265,916	7	7	
Alliance	192,820	72,235	265,055	8	8	
Broken Bow	155,000	87,960	262,960	20	9	
Gering	213,380	35,195	248,575	5	10	Total Avg \$221,777
Northwest (GINW)	173,000	68,951	241,951	11	11	
Hastings	185,000	45,814	230,814	10	12	
Sidney	153,500	64,690	218,190	21	13	
<b>McCook</b>	<b>164,300</b>	<b>52,822</b>	<b>217,122</b>	<b>14</b>	<b>14</b>	
Waverly	165,500	48,979	214,479	13	15	
Adams Central	156,728	56,298	213,026	17	16	
Ogallala	159,135	48,138	207,273	16	17	
Seward	155,600	48,963	204,563	19	18	
Cozad	156,000	48,222	204,222	18	19	Total Avg \$192,577
Holdrege	153,424	48,298	201,722	22	20	
Gothenburg	170,000	30,847	200,847	12	21	
Crete	152,000	48,231	200,231	23	22	
Aurora	164,200	30,393	194,593	15	23	
York	140,000	48,609	188,609	24	24	
Minden	138,000	49,440	187,440	26	25	
Valentine	139,700	40,371	180,071	25	26	
Ainsworth Community Schools	130,000	45,461	175,461	27	27	

2.29% Combined All Comparative Superintendent Compensation Packages

Source: Superintendent Transparency Act Disclosure Filings - 2019/2020

Non-Salary includes: FICA, Retirement, Insurance, Cash-in-Leiu, Bonus, Travel, Cell/Internet, & "Other"

Data Source – This data was gathered from the Nebraska State Auditor’s web site where they maintain annually-filed budgets. School districts are required to submit Superintendent Transparency Pay information with their annual budget documents. The table is divided into thirds. Our compensation package is listed bringing the total number of schools to 27.

This document contains a table of the 27 school districts representing MPS and other comparable districts. These are the same districts for comparison reasons as last year. Many of the districts listed are members of our conferences, GNAC and SWC. Many of these districts are within our array for teacher compensation negotiations.

## MPS: STUDENT HEALTH

### HEALTH SERVICES

McCook Public Schools employs a full time nurse. Students participate in health screenings at the beginning of the year, per Nebraska State requirements. Students in the specified grades are screened in vision, hearing, height, weight and dental.

### IMMUNIZATION/ ENROLLMENT REQUIREMENTS

#### STATE REQUIREMENTS

1. Nebraska law (79-214) requires that all students entering kindergarten, 7<sup>th</sup> grade, or transferring in from out of state, have a physical exam by a physician, nurse practitioner, or physician's assistant within 6 (six) months prior to entry into the system. Prior to enrollment, parent or guardian shall present written verification of a physical examination, or sign a written statement that he/she does not wish their child to have a physical exam.
2. Nebraska law (79-214) requires a school vision evaluation for all children within six (6) months prior to entering Nebraska schools for the first time (includes beginner grades including kindergartners, transferees and other students new to Nebraska). The vision evaluation may be performed by a physician, optometrist, nurse practitioner, or physician's assistant. Prior to enrollment, the parent or guardian shall present written verification of a vision evaluation, or sign a written statement that he/she does not wish their child to have a vision evaluation.
3. Nebraska law (79-0444-01) requires all students to be appropriately immunized for diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, hepatitis B and varicella (chicken pox), according to grade level and for students transferring into the district from out of state. Prior to enrollment, parents/guardians shall present written verification of immunizations, signed by a parent or guardian; or, if applicable, a signed waiver of immunization. **Waiver information may be obtained from the school nurse or school office.**

Nebraska State law requires students meet the following requirements **BEFORE the first day of school:**

#### Pre -school:

- Immunizations- Nebraska immunization requirements.

#### Kindergarten:

- Immunizations- Nebraska Kindergarten requirements.
- Health Physical
- Vision Exam

#### 7th grade:

- Tdap immunization- Nebraska 7th grade requirements
- Physical exam

#### Sports: 7th- 12th grade:

- Sports Physical required each year to play sports, must be dated after May 1st, no waiver options.

#### NEW Student, transferring in from out of state:

- Immunizations- Nebraska requirements.
- Health Physical
- Vision Exam

For all Immunization requirements visit the Nebraska Department of Health and Human Services website.

### HEALTH RECORDS

Privacy of student records is protected by the Family Education Rights and Privacy Act (FERPA). Only school personnel with a legitimate educational need to know will have access to records. **Staff members who have a need to know specific health**

**information for the safety of the student will be informed of necessary adaptations.** Signed release of information will be obtained from parents before information is shared or requested by any outside agency. Health records are considered to be education records. The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) will only apply when records are requested from a covered entity.

### **INDIVIDUAL HEALTHCARE PLANS (IHP)**

Students that require an IHP for a medical condition in which they need accommodations at school, please contact the school nurse. IHP's are developed by the school nurse and parents and shared with staff/administration on a need to know basis only, with the sole purpose to keep your student safe while at school.

### **EMERGENCY ACTION PLANS**

Students that have a medical condition (asthma, seizures, diabetes, etc. ) in which they need an emergency action plan in place at school, will need to have all paperwork and documentation to the school at the beginning of the school year. All action plans for emergency procedures and medications must be signed by the student's physician. **No medications will be given or action plans put in place without a physician signature/authorization.** If a student has a new condition and needs an action plan in place, please contact the school nurse.

### **FOOD ALLERGIES**

Students with food allergies must have a doctor's note. Severe food allergies require an action plan. See the school nurse.

### **STUDENT HEALTH**

The school's goal is to keep students in school where they will benefit from their attendance, while not putting themselves or other students at risk. Students feeling unwell, to the extent that the student is unable to accomplish normal activities, should not be in school. Contagious or infectious diseases transmitted by airborne particles or droplets may require exclusion from school until uncontrolled coughing subsides.

Students with health concerns should be evaluated individually to determine if school attendance is appropriate. The Nebraska State Health Guidelines will be used:

1. Students with a temperature of 99.9 degrees or more may not be in school. Students may not return until they have been without a fever (less than 99.9 degrees) for **24 hours**.
2. Students with serious communicable/infectious diseases must have a doctor's permission slip to return to school and be in accordance with the Nebraska Department of Health and Human Services 173 NAC 3, Attachment 1—Contagious and Infectious Diseases/Conditions. Diseases would include but not limited to: Diphtheria, Hepatitis A, Meningitis, Pertussis (Whooping cough), Polio, Tuberculosis.
3. Students with the following contagious and infectious diseases/conditions cannot return to school until the following conditions are met:
  - a. Chicken pox: Exclude until all lesions are crusted. Is fever free and school has received documentation from physician that student can return to school.
  - b. Conjunctivitis (pink eye): Exclude symptomatic cases. May return when eye is normal in appearance or with documentation from physician that child is no longer infectious.
  - c. Enterobiasis (pinworm, threadworm, seatworm): Exclude until treated as documented by physician.
  - d. Fifth Disease: Exclude until fever and malaise are gone. May return with rash; no longer contagious once rash appears.
  - e. Hand, Foot and Mouth Disease: Exclude during acute phase and until fever-free for 24 hours without the use of fever-reducing medication.
  - f. Impetigo: Exclude until brought under treatment and acute symptoms resolved, at least 24 hours.
  - g. Influenza: Exclude for duration of illness and fever free for 24 hours without the use of fever-reducing medications.
  - h. Measles: Exclude for duration of illness and for no less than four (4) days after onset of rash.

- i. MRSA (staph bacterial infection): Exclusion as directed by physician. Must keep lesions covered.
- j. Mumps: Exclude five (5) days from onset of swelling in the neck. Return with documentation from physician.
- k. Pediculosis (infestation with head or body lice): Students with live lice will be sent home and parents notified. The child must be treated prior to return to school. Students will be evaluated individually by the school nurse regarding head lice. It is recommended that all nits (eggs) be removed, as the removal of nits provides parents and school personnel with a baseline for re-examination to determine possible reinfestation during the weeks following treatment.

If live lice are detected or if an untreated student is infested with nits (eggs), a parent/guardian will be notified of the need to check all household members. Complete nit removal will be emphasized as effective management of head lice.

A student who has been sent home from school due to head lice must come accompanied by a parent/guardian to the health office the following morning before school for inspection. If live lice are detected, the student will be sent home with the parent/guardian. If minimal nits are detected that do not appear to be viable, the student will be allowed to return to class and rechecked in 7-10 days.

In the event that a student has TWO cases of live lice in one semester, he or she will be sent home until free of both live lice and all nits.

- l. Ringworm (tinea infections): Exclude until treatment is started, at least 24 hours. Areas must be covered while at school until the lesions are dried.
- m. Rubella (German measles): Exclude for duration of illness and for no less than four (4) days after onset of rash.
- n. Scabies: Exclude until 24 hours after treatment is started and documentation from a physician is received.
- o. Shingles/Herpes Zoster: Exclude children with shingles/zoster if the vesicles cannot be covered until after the vesicles have dried.
- p. Streptococcal infection (scarlet fever, scarlatina, strep throat): Exclude until fever free and under treatment for 24 hours.

4. Students with an unidentified rash **may require immediate exclusion and proof of medical evaluation**. When a rash is observed, school personnel must be notified of the rash.

5. Students will be sent home if they are vomiting or have diarrhea, regardless of whether or not they have a fever. They may not return until 24 hours after their last episode.

6. Bed Bugs: In the case that a student is identified with a case of bed bugs at home, either by confirmation from parents or by bringing bed bugs to school; parents will be contacted, the student will be evaluated and a plan will be put in place for the student at school.

## PANDEMIC RESPONSE/PROCEDURES: ie. COVID - 19

Students will be excluded from school **for a longer period of time when local COVID-19 conditions are elevated. During elevated conditions (orange on the COVID-19 risk dial)** students with the following symptoms may not return until symptoms have improved and they have no fever (99.9 or higher) for **72 hours** without the use of fever reducing medications.

One of the following symptoms:

- Fever
- Cough
- Shortness of breath

Or two of the following symptoms:

- Chills or repeated shaking with chills
- Muscle pain
- Headache

- Sore throat
- New loss of taste or smell

Students with the above symptoms may require a physician note to return back to school. Students may be required to wear a mask when returning to school.

Return to school policies and procedures for students excluded for presumed or diagnosed with COVID-19.

1. Non test-based strategy:
  - a. 14 days have passed since symptoms first appeared.
  - b. No fever for 72 hours without the use of fever reducing medications.
  - c. Other symptoms have improved such as cough and shortness of breath.
2. Test based strategy- if available :
  - a. Results of two negative tests in a row, spaced 24 hours apart.
  - b. No fever for 72 hours, without the use of fever reducing medications.
  - c. Other symptoms have improved such as cough and shortness of breath.

## MEDICATION

School/trained personnel cannot give medication unless there is a signed medication authorization form from the parent/guardian. Prescription medication must be labeled by the pharmacy and remain in the original container. Medication must be labeled with current prescription. Any changes to the dosage of a daily prescription will require written authorization from the physician. Over-the-counter medication can only be given with a signed medication authorization form from the parent/guardian. Medication must be in the original container and clearly marked with the student's name. Medication authorization must follow label instructions unless a physician's order is received. All medication is to be kept in the school office. An adult is responsible for transporting medicine to and from school. Medication must be picked up by a parent by the last day of school, or it will be disposed of by the nurse.

The school will provide acetaminophen (all schools) and cough drops (elementary and central only) to students as needed, and at the nurse's discretion. A medication authorization must be signed and returned to school from the parent/guardian.

The student may carry asthma inhalers, auto-injectable epinephrine, diabetic medications or other emergency medication if all the following conditions are met: (Please see the school nurse.)

- A. A signed request from the parent/guardian for the student to self-manage.
- B. Authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition.
- C. A written and signed management plan for the condition has been filed with the school nurse, including procedures for storage and access to backup supplies of the medication.
- D. A signed "no-liability" statement from the parent/guardian and physician.
- E. A form to record student-required reports of self-administration.

Breathing emergency medication will be available to be given, in accordance with state policy, if necessary. The Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (anaphylaxis) Protocol will be implemented in a school building if there is a breathing emergency while school is in session. Please refer to Rule 59, 79-305 and 79-318, Appendix A.

If the protocol is used, 911 will be called. The student must then be transported for medical evaluation.

Any questions or concerns regarding the use of this protocol should be directed to the school nurse at the start of each school year. EpiPens and albuterol provided by the school in compliance with the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and **are not intended to replace a child's own prescribed medication** for asthma or allergies. Only individually prescribed medications will accompany students on field trips or events outside the school building.

Automated External Defibrillators (AEDs) are available in all McCook Public Schools for use in emergency situations. Each site has staff trained to use the AED. Each site has staff trained in CPR.

For a student either to be excused from physical education or readmitted to physical education activity from any injury and/or illness for more than three (3) consecutive days, a doctor's note will be **required**.

In case of an accident which causes injury to a student, the building administrator, and/or a designee, in consultation with the school nurse, should notify the parent guardian and/or designated responsible person immediately. If the parent and/or designated person cannot be reached, the building administrator, consulting with the school nurse, shall be responsible for determining the course of action. EMS must be utilized if a student:

- is unconscious.
- is in a situation deemed emergent by the school nurse and building administrator, in the event a parent cannot be reached
- has severe bleeding
- is not breathing or having respiratory distress.
- has possible neck or spinal injury.
- has a possible compound fracture.

Law enforcement may be contacted to help locate parents.



# McCook Public Schools



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2020  
2021

**Student Handbook**  
McCook Elementary &  
Central Elementary

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## OUR MISSION

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It is the Mission of McCook Public Schools to equip all students to succeed in a complex global society.



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# McCook Public Schools

Special Education Office, 1500 West 3<sup>rd</sup> Street, 344-4400, Option 6

Central Elementary, 604 West 1<sup>st</sup> Street, 344-4400, Option 3

McCook Elementary, 1500 West 3<sup>rd</sup> Street, 344-4400, Option 4

Web Address: [www.mccookbison.org](http://www.mccookbison.org)

**[bit.ly/mpshandbook](http://bit.ly/mpshandbook) to review the electronic version of the handbook.**

# BOARD OF EDUCATION

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302 Elizabeth Lane, McCook, NE 69001  
[tbredvick@mccookbison.org](mailto:tbredvick@mccookbison.org)  
308-340-7555 (cell)

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402-889-0683 (cell)

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2114 West 3rd St., McCook, NE 69001  
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Superintendent: Mr. Grant Norgaard

McCook Elementary  
1500 West 3rd Street  
McCook, NE 69001  
Phone: 308-344-4400, Ex. 4111  
Principal: Mr. Greg Borland

Central Elementary  
604 West 1<sup>st</sup> Street  
McCook, NE 69001  
Phone: 308-344-4400  
Principal: Mr. Joel Bednar, Ex. 3100

# Welcome

Dear Parents and Students:

Welcome to the beginning of a new and exciting school year! The faculty and staff join us in saying we're happy to have you as part of the McCook and Central Elementary family. We hope that this will be a successful and satisfying year for you.

The pages of this McCook and Central Elementary Handbook have been prepared in order to provide you with easy reference to important information. Please review the contents with your child(ren) and sign and return the acknowledgment page at the back of the book. If you have any questions that remain unanswered, please call the school office. We all feel that open and clear communication between school and home is important to the success of the education program.

When it comes to student learning and achievement, our most valuable partners are our parents. We welcome your participation and support throughout the school year. Parents and teachers working together provide the best opportunity for student success. We value you and all you have invested educationally in your student(s). Together as a TEAM we can make this year GREAT!

Sincerely,



Mr. Greg Borland  
McCook Elementary, Principal

Mr. Joel Bednar  
Central Elementary, Principal

# MCCOOK PUBLIC SCHOOLS

**WELCOME to McCook Public Schools!** The Board of Education has provided excellent facilities and an excellent staff. Guidance counselors, teachers and administrators will provide all the assistance possible, but the individual student must provide the effort and the determination for success.

An education from McCook Public Schools will provide a balanced academic foundation for post-secondary endeavors. Students from McCook Public Schools consistently rank above average when compared to the Nebraska and national norm. A variety of extracurricular activities are available. McCook Public Schools students compete very successfully with other Nebraska students in all activities and athletics.

It is the mission of the McCook Public Schools' community to equip all students to succeed in a complex global society. This mission is based on the following beliefs about how students learn and what they must know to be responsible and contributing citizens in a global society:

- Students, school, home and community share the responsibility for education.
- All students can learn at a high level.
- Learning is a lifelong process.
- High expectations promote success and challenge all students.
- Everyone is entitled to a safe and caring school environment.
- Learning opportunities exist beyond the classroom environment.
- Learning is promoted by the respect of self and others.

## **Student Expectations**

- Act in a responsible manner following all rules and regulations of McCook Public Schools.
- Respect each person's individuality and his/her right to an education.
- Act appropriately and work cooperatively with everyone.
- Attend all classes, coming to each class with required materials, including completed assignments.
- Never verbally or physically abuse or harass anyone.
- Treat others with respect and use appropriate language and good manners in all personal dealings.
- Communicate with teachers, staff and other students.
- Respect the property of others.
- Constantly work to improve.

We hope the 2020-2021 school year is an enjoyable, rewarding and educational experience.

## MPS APPROPRIATE USE AGREEMENT FOR TECHNOLOGY

The use of technology and the Internet at school is a privilege, not a right. In addition, students have no right of privacy to any Internet communications or other electronic files. The network 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. Technology privileges may temporarily be revoked at any time for inappropriate behavior, conduct or vandalism. Repeated misuse may result in permanent loss of technology privileges. All users are expected to abide by the generally accepted rules of school policy and network etiquette. These include but are not limited to the following:

- Students may use technology and the internet for appropriate educational purposes; the primary function of such use is to further educational goals and objectives.
- Students shall not share their passwords with fellow students, school volunteers or any other individual, and shall not use, or try to discover, another user's password.
- Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational use.
- Students shall not use electronic mail, chat rooms, instant messaging or other forms of direct electronic communications on school devices without the direct permission of the building administrator and/or their designee.
- Students are expected to maintain high integrity when using the Internet, applications, devices and other technology tools provided by the district.

### Care of Equipment

- Classroom or Lab devices, including but not limited to iPads, Computer Towers, Keyboards, Mice, and Chromebooks, should be handled gently and with care. Students will follow established classroom/building procedures for checking out and checking in equipment used at school.
- Accidental damages shall be reported immediately to supervising teachers or the main office of the building.
- Students may be held financially responsible for damage to school devices up to the cost of replacement as determined by the school administrator and/or their designee.

### Google: G Suite for Education (13 and Under) - McCook Elementary

G Suite for Education is a set of education productivity tools used by tens of millions of students and teachers around the world. McCook Public Schools provides a G Suite account for all students grades K-12. At McCook Elementary School, students will use their G Suite accounts to sign into Chromebooks, to complete assignments and to learn 21st century digital citizenship skills. Using their G Suite for Education accounts, students may access the following services:

Google Docs, Sheets, Slides, Forms, Google Drive and Gmail.

When a student uses Google services, Google collects information based on the use of those services. This information includes device information, log information, location information, and search histories. Google uses this information to provide, maintain and protect the services. Google may also use this information to offer tailored content, such as more relevant search results. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes. The complete G Suite for Education Notice to Parents and Guardians is available upon request.

Students at McCook Elementary will **ONLY** be able to communicate and share documents with individuals inside our organization. Outside emails and other content are filtered and will not reach the students. The district also utilizes web filtering systems to further protect web searches and detect inappropriate or potentially harmful situations. McCook Public Schools works to maintain COPAA and FERPA compliance. Protecting student safety and their information is a district priority.

By signing the signature page at the back of this handbook, I agree to the terms and conditions of this Appropriate Use Agreement and give permission for McCook Public Schools to create and maintain a G Suite for Education account for my child.

# MCCOOK ELEMENTARY STUDENT HANDBOOK

## MPS: STUDENT HEALTH

### HEALTH SERVICES

McCook Public Schools employs a full time nurse. Students participate in health screenings at the beginning of the year, per Nebraska State requirements. Students in the specified grades are screened in vision, hearing, height, weight and dental.

### IMMUNIZATION/ ENROLLMENT REQUIREMENTS

#### STATE REQUIREMENTS

1. Nebraska law (79-214) requires that all students entering kindergarten, 7<sup>th</sup> grade, or transferring in from out of state, have a physical exam by a physician, nurse practitioner, or physician's assistant within 6 (six) months prior to entry into the system. Prior to enrollment, a parent or guardian shall present written verification of a physical examination, or sign a written statement that he/she does not wish their child to have a physical exam.
2. Nebraska law (79-214) requires a school vision evaluation for all children within six (6) months prior to entering Nebraska schools for the first time (includes beginner grades including kindergartners, transferees and other students new to Nebraska). The vision evaluation may be performed by a physician, optometrist, nurse practitioner, or physician's assistant. Prior to enrollment, the parent or guardian shall present written verification of a vision evaluation, or sign a written statement that he/she does not wish their child to have a vision evaluation.
3. Nebraska law (79-0444-01) requires all students to be appropriately immunized for diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, hepatitis B and varicella (chicken pox), according to grade level and for students transferring into the district from out of state. Prior to enrollment, parents/guardians shall present written verification of immunizations, signed by a parent or guardian; or, if applicable, a signed waiver of immunization. **Waiver information may be obtained from the school nurse or school office.**

Nebraska State law requires students meet the following requirements **BEFORE the first day of school:**

#### **Pre -school:**

- Immunizations- Nebraska immunization requirements.

#### **Kindergarten:**

- Immunizations- Nebraska Kindergarten requirements.
- Health Physical
- Vision Exam

#### **7th grade:**

- Tdap immunization- Nebraska 7th grade requirements
- Physical exam

#### **Sports: 7th- 12th grade:**

- Sports Physical required each year to play sports, must be dated after May 1st, no waiver options.

#### **NEW Student, transferring in from out of state:**

- Immunizations- Nebraska requirements.

- Health Physical
- Vision Exam

For all Immunization requirements visit the Nebraska Department of Health and Human Services website. [www.dhhs.ne.gov](http://www.dhhs.ne.gov)

## **HEALTH RECORDS**

Privacy of student records is protected by the Family Education Rights and Privacy Act (FERPA). Only school personnel with a legitimate educational need to know will have access to records. **Staff members who have a need to know specific health information for the safety of the student will be informed of necessary adaptations.** Signed release of information will be obtained from parents before information is shared or requested by any outside agency. Health records are considered to be education records. The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) will only apply when records are requested from a covered entity.

## **INDIVIDUAL HEALTHCARE PLANS (IHP)**

Students that require an IHP for a medical condition in which they need accommodations at school, please contact the school nurse. IHP's are developed by the school nurse and parents and shared with staff/administration on a need to know basis only, with the sole purpose to keep your student safe while at school.

## **EMERGENCY ACTION PLANS**

Students that have a medical condition (asthma, seizures, diabetes, etc. ) in which they need an emergency action plan in place at school, will need to have all paperwork and documentation to the school at the beginning of the school year. All action plans for emergency procedures and medications must be signed by the students physician. **No medications will be given or action plans put in place without a physician signature/authorization.** If a student has a new condition and needs an action plan in place, please contact the school nurse.

## **FOOD ALLERGIES**

Students with food allergies must have a doctors note. Severe food allergies require an action plan. See the school nurse. Parents of students with food allergies should notify the School Health Office. Students requiring dietary modifications from our Food Services Program must have clear, written documentation from a recognized medical authority (licensed physician, physician's assistant, nurse practitioner, registered dietitian, or doctor of osteopathy).

## **STUDENT HEALTH**

The school's goal is to keep students in school where they will benefit from their attendance, while not putting themselves or other students at risk. Students feeling unwell, to the extent that the student is unable to accomplish normal activities, should not be in school. Contagious or infectious diseases transmitted by airborne particles or droplets may require exclusion from school until uncontrolled coughing subsides.

Students with health concerns should be evaluated individually to determine if school attendance is appropriate. The Nebraska State Health Guidelines will be used:

1. Students with a temperature of 100 degrees or more may not be in school. Students may not return until they have been without a fever (less than 100 degrees) for 24 hours **without the use of fever-reducing medication.**

2. Students with serious communicable/infectious diseases must have a doctor's permission slip to return to school and be in accordance with the Nebraska Department of Health and Human Services 173 NAC 3, Attachment 1--Contagious and Infectious Diseases/Conditions. Diseases would include but not limited to:

Diphtheria, Hepatitis A, Meningitis, Pertussis (Whooping cough), Polio, Tuberculosis.

3. Students with the following contagious and infectious diseases/conditions cannot return to school until the following conditions are met:

- a. Chicken pox: Exclude until all lesions are crusted.
- b. Conjunctivitis (pink eye): Exclude symptomatic cases. May return when the eye is normal in appearance or with documentation from the physician that the child is no longer infectious.
- c. Enterobiasis (pinworm, threadworm, seatworm): Exclude until treated as documented by physician.
- d. Fifth Disease: Exclude until fever and malaise are gone. May return with rash; no longer contagious once rash appears.
- e. Hand, Foot and Mouth Disease: Exclude during acute phase and until fever-free for 24 hours without the use of fever-reducing medication.
- f. Impetigo: Exclude until brought under treatment and acute symptoms resolved, at least 24 hours.
- g. Influenza: Exclude for duration of illness and fever free for 24 hours without the use of fever-reducing medications.
- h. Measles: Exclude for duration of illness and for no less than four (4) days after onset of rash.
- i. MRSA (staph bacterial infection): Exclusion unnecessary unless directed by physician.
- j. Mumps: Exclude five (5) days from onset of swelling in the neck. Return with documentation from the physician.
- k. Pediculosis (infestation with head or body lice): Students with live lice will be sent home and parents notified. The child must be treated prior to return to school. Students will be evaluated individually by the school nurse regarding head lice. It is recommended that all nits (eggs) be removed, as the removal of nits provides parents and school personnel with a baseline for re-examination to determine possible reinfestation during the weeks following treatment.  
If live lice are detected or if an untreated student is infested with nits (eggs), a parent/guardian will be notified of the need to check all household members. Complete nit removal will be emphasized as effective management of head lice. A student who has been sent home from school due to head lice must come accompanied by a parent/guardian to the health office the following morning before school for inspection. If live lice are detected, the student will be sent home with the parent/guardian. If minimal nits are detected that do not appear to be viable, the student will be allowed to return to class and rechecked in 7-10 days.  
In the event that a student has TWO cases of live lice in one semester, he or she will be sent home until free of both live lice and all nits.
- l. Ringworm (tinea infections): Exclude until treatment is started, at least 24 hours. Areas must be covered while at school until the lesions are dried.
- m. Rubella (German measles): Exclude for duration of illness and for no less than four (4) days after onset of rash.
- n. Scabies: Exclude until 24 hours after treatment is started.

- o. Shingles/Herpes Zoster: Exclude children with shingles/zoster if the vesicles cannot be covered until after the vesicles have dried.
  - p. Streptococcal infection (scarlet fever, scarlatina, strep throat): Exclude until fever free and under treatment for 24 hours.
4. Students with an unidentified rash **may require immediate exclusion and proof of medical evaluation**. When a rash is observed, school personnel must be notified of the rash.
5. Students will be sent home if they are vomiting or have diarrhea, regardless of whether or not they have a fever. They may not return until 24 hours after their last episode.

## **MEDICATION**

School/trained personnel cannot give medication unless there is a signed medication authorization form from the parent/guardian. Prescription medication must be labeled by the pharmacy and remain in the original container. Medication must be labeled with current prescription. Any changes to the dosage of a daily prescription will require written authorization from the physician. Over-the-counter medication can only be given with a signed medication authorization form from the parent/guardian. Medication must be in the original container and clearly marked with the student's name. Medication authorization must follow label instructions unless a physician's order is received. All medication is to be kept in the school office. An adult is responsible for transporting medicine to and from school. Medication must be picked up by a parent by the last day of school, or it will be disposed of by the nurse.

The school will provide acetaminophen and cough drops to students as needed, and at the nurse's discretion. A medication authorization must be signed and returned to school from the parent/guardian. The student may carry asthma inhalers, auto-injectable epinephrine, diabetic medications or other emergency medication if all the following conditions are met: (Please see the school nurse.)

- A. A signed request from the parent/guardian for the student to self-manage.
- B. Authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition.
- C. A written and signed management plan for the condition has been filed with the school nurse, including procedures for storage and access to backup supplies of the medication.
- D. A signed "no-liability" statement from the parent/guardian.
- E. A form to record student-required reports of self-administration.

Breathing emergency medication will be available to be given, in accordance with state policy, if necessary. The Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (anaphylaxis) Protocol will be implemented in a school building if there is a breathing emergency while school is in session. Please refer to Rule 59, 79-305 and 79-318, Appendix A. If the protocol is used, 911 will be called. The student must then be transported for medical evaluation.

Any questions or concerns regarding the use of this protocol should be directed to the school nurse at the start of each school year. EpiPens and albuterol provided by the school in compliance with the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and **are not intended to replace a child's own prescribed medication** for asthma or allergies. Only individually prescribed medications will accompany students on field trips or events outside the school building.

Automated External Defibrillators (AEDs) are available in all McCook Public Schools for use in emergency situations. Each site has staff trained to use the AED. Each site has staff trained in CPR.

For a student either to be excused from physical education or readmitted to physical education activity from any injury and/or illness for more than three (3) consecutive days, a doctor's note will be **required**.

In case of an accident which causes injury to a student, the building administrator, and/or a designee, in consultation with the school nurse, should notify the parent guardian and/or designated responsible person immediately. If the parent and/or designated person cannot be reached, the building administrator, consulting with the school nurse, shall be responsible for determining the course of action. EMS must be utilized if a student:

- is unconscious.
- is in a situation deemed emergent by the school nurse and building administrator, in the event a parent cannot be reached
- has severe bleeding
- is not breathing or having respiratory distress.
- has possible neck or spinal injury.
- has a possible compound fracture.

Law enforcement may be contacted to help locate parents.

## **ENROLLMENT PROCEDURES**

### **Basic requirement for student enrollment:**

1. Official birth certificate
2. Copy of health/immunization card
3. Copy of records request for transfer students.

### **A registration packet for a student enrolling will contain:**

1. Personal data sheet
2. Copy of Student/Parent Handbook
3. Student insurance information
4. Free/Reduced lunch application form
5. Emergency information form.

## **EMERGENCY CARD**

In cases of emergency, the parent/guardian or a responsible person you have designated on the **EMERGENCY INFORMATION CARD** will be notified. Therefore, it is most important that you complete the information card and return it to school as soon as possible.

It is important that the school office be notified immediately of a change of address, home or office telephone number, family name, or of a change in emergency information during the academic school year.

## ATTENDANCE

### **79-201. Compulsory education; attendance required; exceptions.**

Except as provided in subsection (3) of this section, every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age or is enrolled in a public school shall cause such child to enroll in, if such child is not enrolled, ***and attend regularly*** a public, private, denominational, or parochial day school which meets the requirements for legal operation prescribed in Chapter 79, or a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements, ***each day that such school is open and in session***, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable (<http://nebraskalegislature.gov/laws/statutes.php?statute=79-201>).

### **Effective Date: July 19, 2012**

- Parents/guardians need to notify the school office by 8:30 a.m. when a child will be absent. If a student is not in school as expected, the principal's office will attempt to contact the parent or guardian. If the parent or guardian cannot be contacted, the office will contact the proper law enforcement authorities to investigate the absence. For parent convenience, an answering machine will take calls prior to 8:00 a.m.
- Absences are not categorized as excused or unexcused; absent is absent.
- When possible, assignments should be completed before an absence.
- Two school days are allowed for make-up for every day absent.
- Absences due to long-term illnesses will be considered on a case-by-case basis.
- Tardiness is defined as when a student is late to any class. It is not categorized as excused or unexcused; tardy is tardy.

An individual student absent 5 days or more per quarter, or tardy 15 times or more per quarter, will be reviewed by administration and a parent/guardian meeting may occur.

## PARENTAL INVOLVEMENT IN SCHOOL

The McCook Public School District hereby finds and declares: Parental involvement is a key factor in the education of child; that parents need to be informed of educational practices affecting their children; and that the school district should foster and facilitate, to the extent appropriate, parental information about, and involvement in, the education of their children. Along these lines:

1. Textbooks, tests and other curriculum materials used in this school district are, and shall be available for review by parents at school upon request. Since textbooks, tests and other curriculum materials constantly change, and may be discarded when no longer needed by the school district, parents wishing to review such items must govern their requests accordingly.
2. Parents/guardians are encouraged to visit school. Please check with your child's teacher regarding the best time to visit. We request that parents not plan visits

during the first two weeks or the last two weeks of school and during specific assessment periods. It is also requested that visits be limited to a reasonable amount of time to refrain from becoming a distraction to the learning environment. All parents and visitors must enter and exit the building through the main doors during school hours. Before visiting a classroom visitors will need to check in at the office and obtain a visitor's badge.

Children not attending the school may not visit unless accompanied by an adult and prior arrangements are made with the classroom teacher. For the least amount of disruption we encourage visits to be no longer than one hour in length.

Parents, grandparents, etc. are welcome to eat school lunch with their child, but are asked to inform office personnel prior to 8:30 a.m. Persons wishing to post bulletins, announcements, or distribute information in the school building must receive permission from the building principal.

3. The school district will excuse students from testing, classroom instruction, and other school experiences, upon parental request, only under circumstances required by law. Parental requests must be in writing and submitted to the proper teacher and administrator a reasonable time prior to the testing, classroom instruction, or other school experience, and must be accompanied by written proof, acceptable to the school district, that the action is required by law. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as part of the granting of any parent request.

Also see Title 1 Family Engagement Policy on page 36.

## **SCHOOL HOURS FOR ELEMENTARY SCHOOLS**

School hours are from 8:00 a.m. until 3:30 p.m. with every Wednesday being a 2:00 p.m. dismissal. Students may enter the building beginning at 7:30 a.m. Children should NOT arrive earlier than 7:30 a.m. or remain on the school grounds later than 3:40 p.m. unless they are participating in a supervised activity (breakfast, homework club, etc.). Supervision WILL NOT be provided for students who arrive before 7:30 a.m. or remain later than 3:40 p.m. The above procedures are designed for the safety and well-being of your children. Breakfast is offered at both locations. Please contact your school for more details regarding breakfast.

## **SCHOOL BUSES**

Bus schedules are made through the business manager's office and questions or concerns should be directed to the Business Manager, 344-4400, Ext. 5.

## **STUDENT INSURANCE**

All students have the opportunity to purchase an accident insurance policy. The school district will act as a processing agent for a commercial company.

## **ELECTRONIC COMMUNICATION DEVICES**

We encourage electronic communication devices to remain at home. If you feel that your child needs one of these devices during the day it will be required to remain in the bookbag/locker and powered off during the day to eliminate the possibility of it becoming a distraction to the learning environment.

## **ANIMALS AND TOYS AT SCHOOL**

Children and parents must be given permission from their teachers before bringing animals to school.

Personal items are the student's responsibility. The school is not responsible for damage to, or the theft of, items brought to school. Children are not to bring any items which might be potentially dangerous to themselves or others. This might include such things as matches, knives, toy guns and any type of toy which can be readily converted to expel any projectile, etc.

## **INVITATIONS TO STUDENTS FOR PERSONAL PARTIES**

Invitations to selected friends for personal parties will **not be handed out in school**. It is not the responsibility of the school to manage social events not directly related to school.

## **BIRTHDAY/CLASSROOM SNACKS/TREATS**

The safety of our children is of utmost importance. We have students with a wide range of food allergies that may become severe or life-threatening. Therefore, food brought into the classroom for celebrations must be store purchased so ingredient lists may be checked. Parents are also encouraged to make healthy snack choices for your children when purchasing items for them to bring to school.

## **HOLIDAY CELEBRATIONS**

Parents who wish not to have their child participate in holiday celebrations/room parties should inform the classroom teacher and we will make other arrangements for the child during that time.

## **STUDENT APPEARANCE AND CLOTHING**

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Clothing and hair that tend to distract the student and his/her classmates from their school work, will not be allowed. Clothing which depicts illegal drug use or advertisements of tobacco or alcohol, obscene gestures or language is specifically prohibited.

Please, see that your child is adequately dressed in warm clothing during cold weather. This includes a heavy winter coat or a snowsuit, cap, mittens or gloves, and snow boots. During

playground times in winter when snow is on the ground, students not wearing snow boots are asked to stay on areas with no snow. (Hard surfaced area if snow is removed.) School personnel has the discretion to not allow a student outside if not properly protected with a coat, gloves, etc.

Boots, coats, mittens, stocking caps and other personal belongings should be clearly marked with the owner's full name. Unmarked items that are found will be placed in the lost and found box/area. Clothing that is not claimed at the end of the year will be given to charity. The school is not responsible for lost, stolen or damaged items.

Hats are to be removed when entering the building.

During cold winter weather students will not be taken outside for playground breaks if either the wind chill index or temperature is below 10 degrees F. On physical education days, parents should see that students are wearing comfortable clothing and shoes that will enable them to perform all the P.E. activities. This should include clothing that is not too tight and tennis shoes rather than flip-flops, sandals or hard-soled shoes.

## **SCHOOL BUS EXPECTATIONS**

- Be Safe by keeping your hands, feet, and objects to yourself.
- Be Respectful with your words and how you talk to others.
- Be Respectful by listening and following directions of the bus driver.
- Be Safe and Respectful by keeping your volume at a level one (1).
- Be Safe by staying in your seat the entire ride.
- Be Responsible by being on time for pick up.
- Be Respectful by keeping food and drinks in your bag/lunchbox.

McCook Public Schools reserves the right to suspend the bus privileges of any student.

Parents/guardians who wish their children dropped off at another student's home (on the regular bus route) MUST submit this request in writing to the route driver. (24 hour notice MUST be given.)

Any McCook Public Schools' student who wishes to ride the bus to a regular route student's home MUST first have the written permission of his/her parents and the route driver. (24 hours notice MUST be given.)

## **SCHOOL EXPECTATIONS**

Clearly defined rules are necessary for an orderly and successful school. Teachers spend the first few days of the school year teaching the students the rules of their classrooms, playground, and lunchroom.

Parents are asked to read the rules and to review them with your child(ren). It is also important that parents model the rules, such as walking on the sidewalk rather than on the lawn and removing hats when in the building.

As circumstances warrant, the principal may deviate from procedures on rules found within this handbook and may establish additional procedures and rules to fit circumstances not included in this handbook.

# **PBIS AND CENTRAL PRIDE EXPECTATIONS**

McCook Elementary and Central have high behavioral expectations. To help with success, McCook Elementary has implemented Positive Behavior Interventions and Supports (PBIS) as a tool to help set expectations for various locations throughout the school. Parental support is vital for success with this process. Areas that schoolwide expectations are created include hallways, playground, restrooms, lunchrooms, bus, assemblies, and classrooms. A schoolwide matrix with each area's expectations will be sent home at the beginning of each school year to parents. <https://www.pbisworld.com/>

Central Elementary (4-5) has implemented PBiS fundamentals into their Central Pride Program. Central continues to utilize the framework provided by PBiS with behavior expectations in the classroom, hallways, playground, restrooms, gym, and lunchroom. School wide goals will be communicated to all students for good behavior. Central Pride identifies 5-6 boys and girls in both grades to build leadership qualities by meeting with these students monthly. These students are identified by teacher recommendation and data garnered through the Central Pride system.

## **STUDENT CONDUCT/CLASSROOM DISCIPLINE**

Classroom discipline is the responsibility of the teacher. Both McCook Elementary and Central Elementary utilize Positive Behavioral Interventions and Supports. Students will be expected to conform to reasonable standards of speech and conduct in a respectful, courteous manner. Students will refrain from violating or impairing the rights of others and not engage in conduct that deprives other students of an orderly atmosphere for learning. Parents may be notified in the event of behavioral or attitudinal problems. If problems persist, a conference will be requested.

Classroom disciplinary procedures are determined by the classroom teacher in accordance with PBiS. Disciplinary procedures address the inappropriate behavior and are to be reasonable, related and respectful. On occasion, a misbehaving student will be required to stay after school. If a parent of the child cannot be contacted that day, the students will be given one day's notice to make arrangements with his/her parents to stay after school.

## **SCHOOL CONCERNS**

There is a chain of command when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening, please follow these steps:

1. Contact the child's teacher first. If it cannot be resolved on this level, then . . .
2. Contact the principal for a conference. If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the Superintendent of schools.

## **DISCIPLINE**

The purpose of discipline is to change the undesired behavior, not to punish the student. The common goal of students, parents, faculty, and administration of McCook Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, McCook Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. Violation of the McCook Public School's rules and policies will result in disciplinary action. The building administrator has the right to modify expectations and consequences based upon unknown situations that may arise.

### **Conduct on School Grounds, or at an Educational Function or Event, or in a Vehicle Being Used for School Purposes**

**Prohibited Conduct.** The following shall constitute Prohibited Conduct if the conduct occurs on school grounds or, at an educational function or event, or in a vehicle being used for school purposes:

- (1) Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
- (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 or setting or attempting to set a fire of any magnitude;
- (3) Causing or attempting to cause personal injury to any person, including any school employee, to a school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- (4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption of school operations;
- (5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
- (6) Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, a controlled substance, or inhalants, or being under the influence of any of the above; possession of drug paraphernalia; or engaging in selling, using, possessing or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be an alcoholic beverage, a narcotic, a drug, an imitation controlled substance, or an inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
- (7) Public indecency or sexual conduct;
- (8) Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
- (9) Sexually assaulting or attempting to sexually assault any person regardless of the time or location of the assault or attempted assault if a prosecutor has filed a complaint in a court of competent jurisdiction alleging such conduct;
- (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. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten;

- (11) A repeated violation of any rules and standards if such violations constitute a substantial interference with school purposes;
- (12) Use or possession of vulgar or obscene literature, technology, or use of obscene language;
- (13) Gross disrespect to teachers, school officials, other school employees, or volunteers;
- (14) Behavior which seriously interferes with class work or other school activities;
- (15) Being out of the building without permission, loitering on school property before or after assigned classes, or any unauthorized presence at the building or in any part of the building;
- (16) Causing a false fire alarm;
- (17) Use or possession of any form of tobacco;
- (18) Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use;
- (19) Harassment of any student or school district employee on the basis of the individual's race, national origin, sex, disability, age, religious beliefs, personal appearance, real or perceived personal characteristics or identities, or marital status, as defined in the Definition Section of this policy;
- (20) Insubordination: Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- (21) Bus rules: Willfully violating the behavioral expectations for those students riding the schools buses or school vehicles.

**Disciplinary Action.** If a student engages in Prohibited Conduct, the Student will be disciplined by expulsion, long-term suspension, mandatory reassignment, short-term suspension, or other disciplinary action. After taking into account the nature and circumstances of the Prohibited Conduct, it is the intent of the District to discipline students to the fullest extent allowed by law.

**Procedural Requirements.** Short-term suspension or other disciplinary action for Prohibited Conduct may be imposed only after the principal or designee has made an investigation of the alleged Prohibited Conduct. Before such disciplinary action shall take effect, the student shall be given oral or written notice of the alleged Prohibited Conduct and an explanation of the evidence the principal or designee has to support the allegations and the student shall be given an opportunity to present his or her version. The principal or designee shall send a written statement to the student and to the student's parents or guardian describing the Prohibited Conduct and the reasons for such disciplinary action. The principal or designee shall make a reasonable effort to hold a conference with the parents or guardian before or at the time a student returns to school after a short-term suspension.

Any long-term suspension, expulsion, and mandatory reassignment for Prohibited Conduct shall be subject to the procedural requirements set forth in the Student Discipline Act of the Nebraska statutes, as such sections now provide and as may be subsequently amended from time to time.

“Discipline” shall mean all forms of corrective action taken by school personnel, other than suspension and expulsion. The following methods are among those forms considered as “discipline”: conferences, detention and acts such as the withholding of privileges or the assignment of tasks. For students with verified disabilities served in special education – all applicable federal and state regulations and rules will be followed.

## **DUE PROCESS FOR DISCIPLINE**

Any student, parent or guardian who is aggrieved by any disciplinary action shall have the right to an informal conference with the appropriate school authority. At such a conference, the student, parent or guardian shall respond to questions by school personnel and shall be entitled to question them in return. Any student, parent or guardian seeking further considerations after this conference shall, upon two school days prior notice, have the right to make a formal protest, either in writing or in person, to the Board of Education at its next regular meeting. Such protests shall be heard in an open meeting unless a closed session is specifically requested by the student and/or his/her parent/guardian. The Board of Education shall notify the student and/or his/her parent/guardian in writing of the decision within ten school days.

## **SCHOOL OFFENSES DEFINED**

Students at school-sponsored, off-campus events shall be governed by school district policy and regulations and are subject to the direction of school district authorities. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district authorities shall result in appropriate disciplinary action. Principals have the discretion of adding, subtracting and/or deleting to the listing of school offenses as needed. The following acts are among those that violate McCook School District Policies or individual school rules and regulations.

**SMOKING OR POSSESSION OF TOBACCO** – Smoking or possession of tobacco, E-Cigs, Vapor Cigs, etc. by students is not permitted on school property or at school-sponsored activities. This does include all forms of tobacco – smoking or chewing.

**INAPPROPRIATE DRESS AND APPEARANCE** – Dress and appearance must not present health or safety problems or cause disruption. (see dress code)

**NON-ATTENDANCE** – Daily attendance of all who are enrolled in the McCook Public Schools is required in accordance with state law and district policy.

**DISRUPTIVE CONDUCT** – Conduct that interferes with the educational process is prohibited.

**FAILURE TO COOPERATE WITH SCHOOL PERSONNEL** – Students must obey reasonable instructions of school district personnel.

**REFUSAL TO IDENTIFY SELF** – All persons must, upon request, identify themselves to proper school authorities in the school building, on grounds or at school-sponsored events.

**PHYSICAL VIOLENCE** – Differences of opinion that result in the student using bodily force to assert their desire to control a situation.

**TERRORISTIC THREATS** – Verbal harassment, intimidation and threats upon students and/or staff.

**BULLYING** – Any repeated pattern of physical, verbal or electronic abuse with an imbalance of power between individuals.

**HABITUAL ACTS OF NON-COMPLIANCE** – Habitual or repeated violations of school regulations.

# EXCLUSION FROM SCHOOL - SUSPENSION OR EXPULSION

**Nebraska Law provides that students may be excluded from school by means of:**

1. Short-term suspension of not more than five (5) days.
2. Long-term suspension of not more than twenty (20) days.
3. Expulsion for the remainder of the school semester.
4. Emergency, immediate suspension if the student has a dangerous disease or presents a threat to the physical safety of the school community or is disruptive to the school program.

**The statute provides the conditions and applicable procedures for each type of exclusion:**

- a. Principal or Designee must make an investigation.
- b. Principal or Designee may suspend after he/she determines it is to help the student, or to prevent interference with the school purposes.
- c. Student must be given oral or written notices of charges, an explanation of the evidence against him/her, and an opportunity to present his/her version.
- d. Within 24 hours (or such time as is reasonably necessary) following suspension, the principal must:
  - Give reason for the action.
  - Make a reasonable effort to confer with the parent before or at time the student returns to school.

**Procedure for Emergency Exclusion:**

- a. Exclusions may not last longer than necessary to avoid the threats of the emergency.
- b. If longer than five (5) days, there must be substantial compliance with the procedures provided for long-term exclusion (listed below).

**Long-Term Expulsion and Mandatory Reassignment: The following behavior constitutes grounds for these types of exclusions:**

- a. Use of violence, force, coercion, threat, substantial interference with school purposes.
- b. Damage to property (private or school) of substantial value.
- c. Physical injury to any student or school employee.
- d. Threat to obtain money or anything of value.
- e. Knowingly possessing or handling a weapon.
- f. Possession of controlled substance or alcoholic liquor.
- g. Bullying.
- h. Engaging in any activity forbidden by law or school policy.
- i. Repeated violation of rules and regulations.

**Penalties for disruptive conduct may include:**

- 1<sup>st</sup> offense – 1 day in-school suspension
- 2<sup>nd</sup> offense – 5 days out-of-school suspension
- 3<sup>rd</sup> offense – additional suspension or recommendation of expulsion

Penalties may vary depending on the severity and frequency of the offenses. The penalties listed above are suggested maximum guidelines.

# BULLYING

Bullying will not be tolerated. Students who are bullied or witness bullying need to report a complaint of bullying or cyberbullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student. After the information has been gathered, the building principal shall be notified of the complaints. The building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases.

**Bullying Definition ([stopbullying.gov](http://stopbullying.gov)):** a repeated behavior towards another that creates an imbalance of power.

Students who engage in bullying of any type are subject to administrative discipline. The form of discipline deemed appropriate by the school administrator may include, but is not limited to, loss of privileges, short term suspension, long term suspension and /or expulsion. A school administrator may also find it necessary to require the perpetrator to undergo counseling or some other form of bullying prevention training. Authorities may be contacted based upon the administrator's discretion. The parents/guardians of any student who engages in bullying will be notified orally or in writing concerning the bullying incident and the disciplinary action taken.

The goal of any disciplinary action is to change the inappropriate behavior. The consistency, scope and degree of bullying employed by the perpetrator will have bearing on an administrator's disciplinary decision.

# WEAPONS IN SCHOOL POLICY

On June 1, 1995, the Nebraska Legislature passed LB 658 relating to gun free schools. The gun free schools provision refers to the federal requirement that districts expel a student for one calendar year if they possess or transmit a firearm on school grounds. Superintendents may modify this requirement on a case by case basis. No weapons are to be brought to school.

Students are forbidden to knowingly and voluntarily possess, handle, transmit or use any instrument in school, on school grounds or at a school function that is a weapon, looks like a weapon, or is determined to be illegal or dangerous.

Items which have no school-related purpose should not be brought to school or onto school grounds. Students who are in possession of the aforementioned articles will be subject to suspension or expulsion procedures.

## **Laws that are covered in this policy:**

- Elementary and Secondary Education Act of 1965 (ESEA) as amended (4/31/94) to include the Gun-Free School Act
- Nebraska Student Disciplinary Code as amended by LB 1250 (1994)
- Nebraska Criminal and Juvenile Codes as amended by LB 988 (1994)
- Administrative Procedures for Weapons in School: This procedure shall cover any objects or items which could be used to injure another person or whose clear intent is to resemble an item which could cause injury and which has no school related reason for being in school or on school grounds. Such items will be considered "weapons" for the purpose of this policy.

Lack of student awareness or student intent will not be considered a defense in the McCook School's Weapons in School Policy.

## **I Guns**

Any student who knowingly and voluntarily possesses, handles or transmits a gun in school, on school grounds, or at a school function will be excluded from school for a period of not less than one calendar year. Due process procedures will be followed.

### **For the purpose of this action, guns shall mean:**

1. Any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosion
2. The frame or receiver of any such weapon
3. A firearm muffler or silencer
4. Starter pistol
5. B-B gun, pellet or air gun
6. Any destructive device:
  - a. Any explosive, incendiary or poison gas bomb, grenade, rocket with a propellant charge of more than four ounces, mine or similar device
  - b. Any combination of parts designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled.

## **II Dangerous Weapons**

Any student who knowingly and voluntarily possesses, handles or transmits a dangerous weapon (other than Section I above) shall be excluded from school for a period of not less than one whole semester. If any portion of a semester remains, the exclusion will include that portion plus one complete semester. Due process procedures will be followed.

### **Other than Section I above, dangerous weapons shall include:**

1. knives - any dagger, dirk or stiletto with a blade of over two and one half inches
2. knuckles - any instrument that consists of finger rings or guards made of hard substances that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist enclosed in the knuckles
3. lead pipes
4. chuck-sticks
5. throwing stars
6. darts
7. blackjacks

## **III Potentially Dangerous and Look Alike Weapons**

Any student who knowingly and voluntarily possesses, handles or transmits any potentially dangerous weapons not addressed in Sections I and II above, or a look alike weapon, shall be subject to a short-term exclusion of five days or less during which time a review panel will be convened to review the incident and determine possible continuance of exclusion. The review panel will consist of 1) the administrator of the school of attendance; 2) an administrator from another district facility; and 3) Superintendent of Schools or his/her designee. The panel shall review the facts of the case including the article in question, circumstances of discovery, use of article and intent. Upon completion of the review, the panel may choose to continue the exclusion for a period of up to the remainder of the semester, unless ten or less days remain in the semester, in which case the exclusion will include the following semester.

### **Items in this category may include but not be limited to:**

1. Knives with blades of less than two and one half inches
2. Chains

3. Fireworks
4. Matches and cigarette lighters
5. Chemicals
6. Unauthorized tools
7. Any articles that can be realistically mistaken for weapons
8. Other items not covered in Section I and II above
9. Laser pointers

#### **IV Confiscation**

Administrators or other delegated school officials shall confiscate any article previously described in Sections I or II. Articles identified in Section I will be submitted to the appropriate law enforcement agency. Articles identified in Section II may be turned over to law enforcement officials as appropriate.

#### **V Additional Considerations**

1. Students with disabilities may be subject to the same disciplinary procedures if it is determined that the act was not related to the disability. The Individuals with Disabilities Education Act (IDEA) requires that educational services must continue, however, services may be provided in another setting. If the act is related to the disability, the student may be subject to short-term suspension but may not be expelled. The district may seek a court order to remove the student or the placement may be changed.
2. Principals have the discretion of adding, subtracting and/or deleting to the listing of these and all other procedures as needed.

## **SCHOOL CANCELLATIONS**

In the event of inclement weather, the district will initiate the **automated phone system**. School cancellations will also be broadcast on TV stations KOLN/KGIN, KSNK and NTV, as well as radio stations KICX 96.1 FM, KBRL 1300 am, KSWN 93.9 FM and KIOD 105.3 FM.

## **SCHOOL SAFETY**

To better assure the safety of your child all McCook Public Elementary schools will require the following:

1. Entry to the buildings after 8:05 a.m. shall be at the front entrances. All other exits will be secured. You will be buzzed in after the front doors are locked at 8:05 a.m.
2. NO student will be excused from the building until the parent/guardian enters the building and personally presents themselves at the office and signs a sign-out sheet. At this time the student will be called to the office.
3. ALL visitors MUST notify the office when entering the building.
4. Notice is hereby given that video surveillance may occur on district property.

## **FIRE DRILLS/TORNADO DRILLS/EVACUATION DRILLS**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado and evacuation drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

## **COUNSELING SERVICES**

Our school counselors offer a wide range of services including classroom visits as well as individual sessions. Referrals may be made by classroom teachers, the principal, and/or parents/guardians. The school counselor, resource officer, nurse or psychologist may visit with your child from time to time.

## **SCHOOL BREAKFAST AND LUNCH**

McCook Public Schools offer breakfast and lunch through the OPAA Food Service. No lunch tickets are needed. Each student will have a four-digit number he/she can memorize to purchase food. Each school has a computer with a touchpad for the students to enter their number before making a purchase.

Each student will have an account with the McCook Public School Cafeteria Fund. Deposits should be made periodically for each student. Purchases made by the student will be deducted from this account. Payments should be made in advance for meals. All families wishing to participate in the meal program are requested to pay online through Infinite Campus or send checks to McCook Public School Cafeteria Fund, 700 West 7<sup>th</sup>, McCook, NE 69001. Please indicate one student name and number on each check. If you have more than one child in McCook Public Schools, please be aware that you must indicate each individual student's account when depositing funds, an envelope can be picked up from your building principals office. The school secretary will accept checks and apply them to student accounts. Detailed printouts of student accounts will be sent upon request or can be viewed on infinite campus.

Please note: once an account reaches a negative balance of (-\$20) that account will be shut off and students will not be allowed to charge a breakfast or lunch until it is paid off. If a payment plan needs set up, please contact the school office.

In accordance with Federal Law and United States Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Applications for free and reduced meals may be obtained from any building principal's office or the superintendent's office. Keep in mind you are still responsible for any charges incurred on your account prior to any free or reduced application approval. A new free and reduced form is required every year.

## SEARCHES OF STUDENT PROPERTY

In accordance with school board policy, state law and recent Supreme Court decisions, an administrator may search a student's property (including, but not limited to the contents of the student's desk and lockers) when there is reasonable cause to believe that a search will disclose evidence of violation of a statute, board policy or school rule.

### Reasonable Searches Permitted

1. Searches of non-District property are to be conducted at such times and places as are reasonable under the circumstances. The scope of the search shall likewise be reasonable.
2. Searches can be made under this Rule at any place on District property, at a District event, or at a place under District control or sponsorship.

### Person, Clothing, Automobiles, Personal Possessions, and Field trips

1. A search of a students' person, clothing, automobile, personal property or possessions will only be made if there is reasonable cause to believe that the student has possessions or control of an illegal object or substance that is illegal under federal or state law, or in violation of District Policy or Rule.
2. A search of the person, clothing, automobile, personal property or possessions shall be made, whenever practicable, by two certificated staff members. When the search is made of the students person, the search shall be conducted only by staff members of the same sex as the student being searched.
3. Students may be subject to searches of bags, purses or other containers prior to field trips or off campus events.

## GIFTS

Gifts delivered to the school for students will be kept in the office area until dismissal time. We strongly encourage parents to deliver flowers, gifts, etc to home.

## BICYCLES, ETC.

Students who ride bikes to school need to be sure they are placed in the bike racks and locked during the school day. Helmets are strongly encouraged. Skateboards, in-line skates and scooters are discouraged. There is not enough storage space to assure safe keeping during the school day. Students are not allowed to ride bikes, skateboards, skates or scooters on school grounds. Shoes with skates built in are not allowed in school.

## TELEPHONE

Phone calls need to be relative to school needs and extensions of school functions.

## FUND RAISING

Students in grades K-5 will not be involved in direct solicitation. Student names and addresses will not be released for any type of fund raising activities. We do allow non-profit organizations

to come into the building and distribute take-home materials to our students. Examples include: Boy Scouts, Girls Scouts, Optimist Track Meet/Punt Pass & Kick, YMCA, Shrine Circus, Ronald McDonald Education Programs, Midget League Baseball, McCook Art Guild.

## **TEXTBOOKS AND LIBRARY BOOKS**

The school district provides needed textbooks and library books without charge. This program necessitates that all students assume full responsibility for the books issued them. If the books are abused, fines will be assessed to compensate for the damage. Allowances will be made for depreciation, but assessments of no less than one-half the cost of the book will be made for the replacement if the books are lost or severely damaged. Books issued by the teacher shall be covered at the request of the teacher.

## **FEES AND CHARGES**

The Board of Education of McCook Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs and services. Such student and parent contributions have included: 1—students coming to school with the basic clothing and personal supplies necessary to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators and the like); 2—students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses); 3—students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments and the like); 4—assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the district.

Under the Public Elementary and Secondary Student Fee Authorization Act, the district is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies: this policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Parents, guardians and students are encouraged to contact their building administration or their teachers' activity coaches and sponsors for further specifics.

### **1. Guidelines for clothing required for specified courses and activities**

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials, heat treatment, tempering or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicles, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school building. Teachers are directed to instruct students in the usage of such devices and assure that students use the devices as required, and students have the responsibility to follow such instruction and use the devices as instructed.

## **2. Personal or consumable items**

Students have the responsibility to furnish any personal or consumable items for participating in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. This list may include refundable damage or loss deposit required for usage of certain District property.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for the reasonable replacement cost of school property, which is placed in the care of and lost by the student. Where students are provided school property of a significant value, which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct the student not be given the item.

## **3. Materials required for course projects**

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12). Students must furnish musical instruments for participation in optional music courses that are not extra curricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

**4. Extracurricular activities—specialized equipment or attire**

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participating is not otherwise required by the District.

The district will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance, squad, cheerleading, and music/dance activity will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the students (braces, mouth pieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost of such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost of such equipment or attire.

**5. Extracurricular activities—fees for participation**

The District may charge fees for participation in extracurricular activities. Admission fees are charged for extra curricular activities and events.

**6. Post secondary education costs**

Direct questions to the high school guidance counselor.

**7. Transportation costs**

Students are responsible for fees established for transportation services provided by the District as, and to the extent, permitted by federal and state laws and regulations.

**8. Copies of student files or records**

The superintendent or the superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents or students from exercising their right to inspect and review the student's files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records to be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

**9. Participation in before- & after-school or pre-kindergarten services**

Students are responsible for fees required for participation in before- and after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

**10. Participation in summer school or night school**

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

**11. Breakfast and lunch programs**

Students shall be responsible for items which they purchase from the District's breakfast, milk break and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

**12. Waiver policy**

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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) admission fees and transportation charges for student spectators attending extracurricular activities (3) materials for course projects, and (4) use of a musical instrument in optional musical courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be approved by the administration in advance; and shall be comparable in quality and sufficient in quantity to allow the student to demonstrate the required skills.

**13. Distribution of policy**

The superintendent or the superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The student handbook or the equivalent shall be provided to students of the District at no cost.

**14. Student fee fund**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school.

## **PHOTOGRAPHS/PRESS RELEASES**

The media (print and internet) in local and regional publications may periodically photograph students and their names may be released to the media to accompany these photographs unless parents request in writing to the building principal that their student should **not** be included.

## **Title I Highly Qualified Staff**

In Title I schools, it is our goal to keep parents informed and involved in preparing our students academically. Each year, we hold an Annual Title I meeting for parents to learn about Title I and how we administer funds in our buildings and district to provide supplemental academic and support resources for students. We also ask for parent input regarding our Parent Involvement Policy. We share a School Compact form with parents and students in the fall to clarify the role that each of us plays in supporting the academic needs of our students. Finally, you also have the opportunity to request information about the professional qualifications of the teachers and paraprofessionals that work with your child(ren).

Our entire staff is working diligently to ensure that every child meets high academic standards in a safe and caring learning environment. You are welcome to contact me for further information or to find out how you can become involved.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that the school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest;  
Other schools to which a student is transferring;  
Specified officials for audit or evaluation purposes;  
Organizations conducting certain studies for or on behalf of the school;  
Appropriate parties in connection with financial aid to a student;  
To comply with a judicial order or lawfully issued subpoena;  
Accrediting organizations;  
State and local authorities, within a juvenile justice system, pursuant  
of specific state law; and  
Appropriate officials in cases of health and safety emergencies.

## **NON-DISCRIMINATION & TITLE IX POLICY**

Discriminatory behaviors are those actions that negatively affect another individual because of their race, color, national origin, sex, sexual orientation, disability, age, marital status, pregnancy, conditions related to pregnancy or childbirth, or genetic background. It shall be the policy of the McCook Public Schools to provide an environment free of discrimination. Any behavior of a discriminatory nature that offends anyone under the auspice of the school district shall be subject to the enforcement of this policy.

If a complaint is made regarding discrimination whether by a student, an employee or anyone else on the school premises, the person being discriminated against should immediately inform the principal. The complaint should be placed in writing and presented to the principal. Witnesses will also be asked to make written statements. The principal or his/her designee will begin an investigation. If the principal finds that the complaints are true and accurate, then immediate and appropriate actions or consequences will take place. If the individual making the complaint isn't satisfied with the outcome of the investigation, then he/she should contact the superintendent of schools.

Once a written complaint is received, the district Title IX coordinator will be contacted by the building administrator. McCook Public School coordinator is Mr. Craig Dickes and can be contacted by calling 308-344-4400 or [cdickes@mccookbison.org](mailto:cdickes@mccookbison.org).

### ***Food Service Discrimination***

United States Department of Agriculture

USDA Nondiscrimination Statement

SNAP and FDIPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information

(e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office,

or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

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

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **ARTICLE 5 MCCOOK PUBLIC SCHOOLS WELLNESS POLICY AR 508.13**

The McCook Public School (MPS) District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the McCook Public School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe and pleasant settings and adequate time for students to eat.
- To the extent practicable, our district will participate in available federal school meal programs.
- The district will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

### **TO ACHIEVE THESE POLICY GOALS:**

**I. Wellness Team:** The school district will create, strengthen, or work within the existing wellness team to develop, implement, monitor, review and, as necessary, revise school nutrition and physical activity policies. The team will also serve as resources for implementing these policies. (The wellness team consists of a group of individuals representing the school and community. It should include parents, students, representatives of the school food authority, members of the school board, school administrators, teachers, health professionals and members of the public.)

**II. Nutrition Guidelines:** The established nutrition guidelines for foods available in each school building during the school day are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch. The administration establishes the following additional nutrition guidelines and actions to meet the guidelines:

### **1. Conditions for School Meals:**

- a. Free and reduced-priced meals: MPS will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price school meals.
- b. Scheduling meals: Lunch periods will be scheduled at times when students are in need of nutrition (e.g., in the middle of their school day). Students will be provided adequate time to eat. In general students will upon arrival in the cafeteria, have at least 10 minutes to eat breakfast and 15 minutes to eat lunch.
- c. Conditions for meals: Efforts shall be made to establish comfortable and relaxed eating conditions. The factors to promote these conditions will be a clean, orderly environment, pleasant staff, adequate seating, enforcement of student conduct rules and adequate supervision.

### **2. Selection of School Meals:**

- a. School Meals: School meals shall at a minimum meet nutrition requirements established by state and federal law. Emphasis is to be on good menu planning principles that offer healthy food choices including lean meats, a variety of fruits and other fried vegetables daily, whole grains once a week and a low-fat or nonfat milk daily. Locate these choices where they are readily accessible to students. Limit portion sizes of desserts and fried foods.
- b. Ala carte selections: Elementary students are to be offered balanced meals. PK-5 elementary students are not to be sold individual food or beverage selections except for limited portions of low-fat foods, low-fat milk, fruits, and non-fried vegetables. Junior high and high school students may be sold foods and beverages ala carte provided the ala carte items include fruits, non-fried vegetables and healthy beverages (waters and 100% fruit juices).

**3. Student's Meals from Home:** Students will be discouraged from sharing food and be prohibited from sharing foods brought from home. Parents will be encouraged via health promotional materials to make healthy choices for student lunches.

**4. Closed Campus:** To encourage students to eat a nutritious lunch, students will not be permitted to leave school during the school day for the purpose of lunch. Exceptions: Students may leave at lunchtime if they will be eating lunch at home, with parent permission.

### **5. Vending Machines:**

- a. Vending machines will not be available for student use at any school for the period of one-half hour before and one-half hour after breakfast and lunch periods.
- b. Elementary school students: Vending machines are not available to elementary students during the school day.
- c. Junior high students: Vending machines will be available to use by middle school students for the period of one-half hour before and one-half hour after breakfast and lunch periods. Vending machine items will meet the Smart Snacks Standards.
- d. High school students: Vending machines will be available to use by middle school students for the period of one-half hour before and one-half hour after breakfast and lunch periods. Vending machine items will meet the Smart Snacks Standards.
- e. Promotion of Healthy Choices: If on-site vending is available, then Smart Snacks Standards will be offered in at least one vending machine in the school building.

### **6. Foods available during the school day:**

- a. Water: Students will be allowed access to water during the school day. Water fountains are available. Educators may in their discretion allow students to bring water bottles to classes.

b. Food rewards: Smart Snacks will be encouraged for rewards and to be used by school staff for instructional purposes (e.g., cultural programs, FCS classes, and foods given in accordance with a special education student's IEP are exempt).

c. Classroom Celebrations:

1. Staff is encouraged to offer Smart Snacks for classroom celebrations.
2. Parents are encouraged to bring healthy foods for classroom celebrations.

#### **7. Fund-raising:**

- a. School clubs are not to sell food for the period of one-half hour before and one-half hour after breakfast and lunch periods.
- b. Student clubs are encouraged to include a healthy alternative or Smart Snacks as part of fund-raising efforts.

#### **8. School activities/events:**

- a. Athletes: Student athletes serve as role models. Coaches are to encourage healthy eating habits by student athletes.
- b. Concessions: Concession stands are encouraged to include healthy food choices. Efforts will be made to offer Smart Snacks.

**9. Definition of Smart Snacks in School:** For purposes of this policy, The Smart Snacks in School Standards stipulate that all snack foods sold in school must be "whole grain rich," meaning they contain 50% whole grains or have whole grains as the first ingredient, or have as the first ingredient a fruit, a vegetable, a dairy product or a protein-rich food. Combination foods that contain at least one-fourth cup fruit and/or vegetable or naturally contain 10% of the daily value (DV) of calcium, potassium, vitamin D or dietary fiber will also be accepted. Smart Snacks in School Fact Sheet: [http://www.fns.usda.gov/sites/default/files/allfoods\\_flyer.pdf](http://www.fns.usda.gov/sites/default/files/allfoods_flyer.pdf) 3

**10. Definition of Healthy Foods:** For purposes of this policy, "healthy foods" means foods that are low in fats, sodium and sugars, and high per serving in the nutrients which are needed to meet Nutrition Standards for Foods: [http://www.fns.usda.gov/sites/default/files/allfoods\\_flyer.pdf](http://www.fns.usda.gov/sites/default/files/allfoods_flyer.pdf)

**III. Nutrition Education Activities to Promote Student Wellness:** The base goal is to implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education. The administration establishes the following additional goals and actions to achieve such goals:

1. **Curriculum:** Nutrition education should be integrated into other subjects to complement, but not replace the health and nutrition education curriculum that is provided in accordance with NDE Rule 10. Educators are to incorporate the promotion of healthy eating nutrition lifestyles in all subject areas as appropriate.

2. **Display Nutrition Education Materials:** The cafeteria shall display posters or other communications suitable to the ages of students served that promote healthy nutrition choices (e.g., display food pyramid). MyPlate Educators are encouraged to incorporate such communications in their classrooms as well.

3. **Nutrition Health Events:** Educators are encouraged to search for and take advantage of events that promote nutrition education. Activities may include but are not limited to:

- a. Health fairs
- b. Traveling health exhibits
- c. Field trips to farm or food production facilities
- d. Health speakers (school assemblies or class speakers on nutrition)

#### 4. **Family:**

- a. Parents are to be welcomed to join their children at school lunch as appropriate.
- b. School communications to parents should include information about healthy nutrition, such as information about healthy snacks for children.
- c. If a lunch is sent to school, parents are encouraged to pack healthy lunches and snacks.

5. **Staff:** Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is discouraged from eating foods or drinking beverages of minimal nutritional value during the school day in the presence of students.

**IV. Physical Activities to Promote Student Wellness:** The established goal is to implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education. The administration established the following additional goals and actions to achieve such goals:

1. **Curriculum:** Health and physical education should be integrated into other subjects to complement, but not replace, the health and physical education curriculum provided in accordance with NDE Rule 10. Educators are to incorporate physical activity promotion and non-sedentary lifestyles in all subject areas as appropriate.

#### 2. **Physical Activity During the School Day:**

1. Recess: Elementary students will have the opportunity for daily recess. Weather and other conditions permitting, recess will be outdoors. Students who are idle during recess are to be encouraged by supervising staff to engage in physical activity. Daily minimums are the requirements of the Department of Education standards.
2. Middle school and high school students will have the opportunity for physical activity during their lunch period. The gym or outside facilities will be open to use during lunch when possible.
  - a. Class Time: Physical activity within class periods (e.g. stretching breaks when students are at task for more than 50 minutes) will be encouraged.

#### 3. **Physical Activity To/From School:**

- a. To encourage biking or walking to school, the administration will work with law enforcement and as appropriate volunteer parent safety monitors to provide safe routes to school. Bike racks will be established commensurate with need.
- b. In establishing bus pick up/drop off sites, the fact that students will have to walk farther from a particular site will not necessarily be considered as a negative factor.

4. **As Punishment:** Physical activity (recess, etc.) will not be used as punishment and will not be withheld as punishment. This guideline shall not apply to extracurricular activities. Educators may use appropriate professional discretion to make exceptions to this guideline. In no event, however, will physical activity be used as a form of corporal punishment.

5. **Display Physical Activity Educational Materials:** The cafeteria, gym and health classrooms are encouraged to display posters or other communications suitable to the ages of students served that promote physical activity and non-sedentary lifestyles (e.g., display sports posters, walking fitness posters). Educators are encouraged to incorporate such communications in their classrooms as well.

6. **Physical Activity Health Events:** Educators are encouraged to search for and take advantage of events that promote physical activity education. Activities may include but are not limited to:

- a. Health fairs
- b. Traveling health exhibits
- c. Field trips to physical activity centers
- d. Physical activity speakers (school assemblies or class speakers representing sports figures, medical people)

**7. Family:**

- a. External school property is available for use by families/public for physical activity after school hours (playgrounds, etc.)
- b. School communications to parents will include information that promotes physical activity. Such communications may include information about the benefits of physical activity to children and the distribution of information about youth sports programs.

**8. Staff Wellness:** McCook Public School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. This wellness team will develop, promote and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity and other elements of a healthy lifestyle among school staff. MPS staff members are encouraged to serve as healthy role models for students. School employees serve as positive role models by adhering to vending guidelines adopted for students.

**V. Other School Activities to Promote Student Wellness:** The established goal is to offer other suitable opportunities to students to engage in health-promoting activities. The administration establishes the following additional goals and actions to achieve such goals:

1. **Extracurricular Programs:** The District will offer athletic and other activity programs subject to and in compliance with the bylaws of the Nebraska School Activities Association.

2. **Advertising:** The administration will monitor advertising that occurs in school and endeavor to promote Smart Snacks Standard choices.

**3. Staff Development:**

- a. Training opportunities, when available, will be offered to staff members responsible for supervising recess and lunch. The focus of the training may include nutrition information, physical activity and appropriate equipment use.
- b. The District will, in conjunction with their food services team, support ongoing training and development for food service staff related to nutritional and wellness goals and activities.

4. **Community Resources:** The Wellness Committee may coordinate the school wellness program efforts with those available from medical and other community organizations.

**VI. Monitoring/Review:** The Wellness Committee will review the wellness policy annually and will make revisions as necessary. The Wellness Committee will report to the superintendent to ensure compliance with district-wide nutrition and physical activity wellness policies. School food service staff will ensure compliance with nutrition policies within school food service areas and will report to the Wellness Committee and superintendent.

Approved: June, 2019

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

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

# Central and McCook Elementary Schools

## Title I Parent and Family Engagement Policy

McCook Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

### In General

The written District parent and family engagement policy have been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports, 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.
- Parents are involved in the planning, review, evaluation, and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Date:** \_\_\_\_\_ Please go to [bit.ly/mpshandbook](http://bit.ly/mpshandbook) to review the handbook.

**Check the appropriate box for each category below. Sign where indicated.**

**STUDENT PARENT HANDBOOK**

In accordance with Nebraska State Law, Section 79-4, 176 paragraph (3) which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment....”.

I have reviewed a copy of the current School/Parent Handbook

**TECHNOLOGY (Computer Network & Internet Acceptable Use Policy)**

I specifically understand guidelines/consequences of technology expectations as outlined in the above handbook

I give permission for MPS to provide and manage a G-Suite for Education account for my child.

**PERMISSION TO DISPLAY STUDENT WORK AND MEDIA RELEASE**

The McCook School District designates student photo, name, grade, activities participation information, honors and awards as directory information which may be released to the media as newsworthy. The district is proud to display the product of student’s school related academic, athletic, musical, and/or artwork in public places, included but not limited to, school buildings and functions, public places in the communities, school, local, state, and national publications, and on the web pages and social media accounts produced and operated by McCook Public Schools. Upon consideration of the request of the school district:

I/We do authorize McCook Public Schools to display this student’s work & release information to media as described above

I/We do **NOT** authorize McCook Public Schools to display this student’s work & release information to media as described above

**SCHOOL ACTIVITIES INCLUDING FIELD TRIPS & ESSENTIAL EMERGENCY CARE**

I/We give consent for participation in activities that are part of the normal school day including field trips and for any emergency care which would be required during such events as specified on my student’s health & emergency form.

I/We do **NOT** give consent for participation in activities that are part of the normal school day including field trips.

**PRIMARY LANGUAGE IDENTIFIER (CHECK IF APPLICABLE)**

English is **NOT** the primary language of this child and/or the guardian. You will be contacted for additional information.

**SIGNATURES**

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PARENT/GUARDIAN



## McCook Public Schools

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**2020** Student Handbook  
**2021** Junior High School &  
Senior High School

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## **OUR MISSION**

It is the Mission of McCook Public Schools to equip all students to succeed in a complex global society.

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## McCOOK SCHOOLS

Administration Office, 700 West 7th, 344-4529

McCook Senior High School, 600 West 7th, 344-4416

McCook Junior High School, 800 West 7th, 344-4528

Special Education Office, 1500 West 3rd Street, 344-4466

Central Elementary, 604 West 1st Street, 344-4461

McCook Elementary, 1500 West 3rd Street, 344-4448

LIFT, 404 West 7th, 344-4564

Food Service Office, 800 West 7th Street, 344-4403

Web Address: [www.mccookbison.org](http://www.mccookbison.org)

## BOARD OF EDUCATION

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# INTRODUCTION TO MCCOOK PUBLIC SCHOOLS

Welcome to McCook Public Schools. The Board of Education has provided excellent facilities and an excellent staff. Guidance counselors, teachers, and administrators will provide all the assistance possible, but the individual student must provide the effort and the determination for success.

An education from McCook Public School will provide a balanced academic foundation for post-secondary endeavors. Students from McCook Public Schools consistently rank above the average when compared to the Nebraska and national norm. A variety of extracurricular activities are available. McCook Public Schools students compete very successfully with other Nebraska students in all activities and athletics.

It is the mission of McCook Public Schools' community to equip all students to succeed in a complex global society. This mission is based on the following beliefs about how students learn and what they must know to be responsible and contributing citizens in a global society.

We believe all students can learn and it is the responsibility of educators to ensure all students meet or exceed state and national standards.

We believe educators are responsible for providing all students with the opportunity to learn in a mutually respectful, safe, orderly, and caring learning environment.

We believe educators are responsible for establishing high expectations to promote success and challenge all students.

We believe educators are responsible for developing a partnership based on two-way communication between the school, community, and home.

We believe educators are responsible for ensuring students develop critical thinking, creative thinking, problem solving, and technological skills to prepare them for the 21<sup>st</sup> century workplace.

We believe parent and community involvement is an important factor in student success.

# STUDENT EXPECTATIONS

- Act in a responsible manner following all rules and regulations of McCook Public Schools.
- Respect each person's individuality and his/her right to an education.
- Act appropriately and work cooperatively with everyone in the building.
- Attend all classes, coming to each class with required materials, including completed assignments.
- Never verbally or physically abuse or harass anyone.
- Use appropriate language and good manners in all personal dealings.
- Communicate with teachers, staff and other students.
- Respect the property of others.
- Constantly work to improve.

We hope that this school year will be an enjoyable, rewarding, educational experience.

## SENIOR HIGH ACADEMIC INFORMATION

### A. REGISTRATION

The counseling department will pre-register all students for the upcoming year. From this pre-registration, the schedule will be built for the next school year. Seniors will enroll in five (5-7) classes, freshmen, sophomores and juniors will enroll in seven (7) classes.

Students are encouraged to take college classes during their high school careers. Those classes will be counted as dual credit **ONLY** if the college instructor is a high school certified teacher in the state of Nebraska. All college class fees are the responsibility of the student and/or parent/guardian. For classes that are available and information about said classes, please contact the guidance office.

### B. SCHEDULE CHANGES

Any schedule change requests must be on the recommendation of the teacher of the class in which the student is enrolled and be approved by the principal/assistant principal and a counselor. **ALL** parents are to be notified of **ALL** schedule changes. Except in special situations, classes may be added or dropped only during the first five school days of the first semester or first three school days of the second semester. Classes and instructors are assigned by the administration. Due to a variety of reasons, requests for a specific instructor or class period may not be honored. If a student chooses to drop a class after the five-day limit, but before the end of the nine weeks of the semester, they will receive either a **WP** for withdrawn passing or **WF** for withdrawn failing.

Any student that withdraws (except for the reasons listed below) from a class after the ninth week of a semester will receive an F (failing) for the semester on their permanent transcript regardless of their actual percentage. This F (failing) will be utilized in computing the student's grade point average (GPA). If a student has had to withdraw from a class due to illness or injury, placement

in a residential treatment program, homebound program, transferred to another school, or made prior arrangements with the teacher, counselor, and administration, he or she may receive a WP or WF.

### **C. TEACHER AIDES - SENIOR HIGH**

1. Sophomores will NOT be appointed to an aide position in Senior high.
2. Juniors will not be appointed an aide position for over one period per day.
3. Seniors will not be appointed over one aide position per day unless they are in five other classes, or receive administrative approval.
4. No class will have more than one aide per period, unless special permission is given by the principal/assistant principal.
5. No student aide will be assigned without meeting the above-mentioned criteria and an aide will **NOT** be assigned without the approval of the teacher involved.
6. Student Aides assigned off of the junior high or senior high campus must have a Parent Permission form completed for travel.

### **D. GRADUATION REQUIREMENTS**

#### **1. Senior High Graduation**

Senior High graduation requires two hundred thirty (230) credit hours accumulated from the ninth, tenth, eleventh, and twelfth grades. Credits from college classes can be accepted if the college instructor holds a Nebraska high school certification. College credits will be added to the high school transcript when an official transcript from the college is received at the end of the term. Contact the guidance office for more information.

#### **2. Specific Graduation Requirements**

##### **Total Credits of 230.**

Thirty (30) credit hours of Social Studies

Forty (40) credit hours of English

Thirty (30) credit hours of Science

Ten (10) credit hours of Physical Education

Thirty (30) credit hours of Mathematics

Five (5) credit hours of Speech

##### **Total Credits of 230.**

An advanced Diploma may be awarded to students who obtain at least 160 total credits in specified courses of Math, English, Science and Social Studies.

- A. 40 - English: English 9, Advanced English 9, English 10, Advanced English 10, English 11, Advanced English 11, English 12, AP English/College English.

- B. 40 - Math: Algebra 1, Algebra II, Algebra II/Trig, Geometry, Pre Calculus, Senior Math, Statistic/Calculus, College Algebra and College Math courses above College Algebra.
- C. 40 - Science: Physical Science, Advanced Physical Science, Biology, Honors Biology, Anatomy & Physiology, Chemistry, Honors Chemistry, Physics and College Science Classes.
- D. 40 - Social Studies: 9th Civics/Geography, World History, Honors World History, American History, Honors American History, Government & Law, Economics and College Social Studies classes.

### **3. Graduation**

Graduation and granting of diplomas shall be determined primarily by the satisfaction of the specific graduation requirements. Except for the 230 credit hour requirement, certain deviations may be allowed when it is determined educationally beneficial to the student. Variance from the specific requirements may be approved by the Superintendent, upon the recommendation of the Senior High School Principal. Such recommendations shall be determined by a conference consisting of the principal, counselor, teacher(s), parent(s)/guardian and the student. All decisions for requirement variations shall be determined at appropriate intervals during the student's sophomore, junior, or senior year.

### **4. Transfer Students/Foreign Exchange Students**

Transfer students from other schools are eligible for graduation upon completing the McCook Senior High School requirements or an equivalent academic offering. Foreign Exchange Students who cannot satisfy these requirements in the time they are at McCook Senior High School may participate in graduation ceremonies and receive a certificate of attendance. Evaluation of classes transferred into McCook Senior-Junior High School, will be made by the counselor, assistant principal, and the principal.

### **5. Mid-Year Graduation/Early Graduation:**

- a) Students may graduate after one semester of their senior year provided they have satisfactorily completed all requirements for early graduation.
- b) Students who plan to graduate at the end of the first semester must submit an application in writing by the end of the ninth week of school stating their desire to graduate at mid-year.
- c) An applicant must be a senior in good standing and has met the minimum requirements for graduation.
- d) Applicants must meet all graduation requirements unless they are special hardship cases as determined by a committee consisting of the principal, counselor, and student(s).
- e) Seniors who graduate at the end of the first semester will be excluded from all school activities and organizations and will relinquish all privileges extended to McCook Senior High School students during the second semester, except for participation in junior-senior prom, and graduation (commencement) exercises. Participation in any school activity is subject to the satisfying of all normal obligations as applied to the regular full-year student.
- f) Mid-year graduates will be considered for scholarships if basic qualifications are met.

## 6. Alternative Education Program

One of the missions of the alternative education program is to provide students an alternative method of meeting graduation requirements. Flexibility in awarding credit may be used by the senior high principal in granting such credit.

The basic standard shall be as follows: Students earn credit by successfully completing approved coursework in math, English, social studies, and science. Elective credit may be awarded for successful work experience. All credits earned in the alternative program, grades 9-12, shall count toward meeting graduation requirements.

## 7. IEP Coursework

Students successfully completing IEP's in special education will be eligible to graduate and granted a diploma upon determination by the IEP Team that the student has completed his/her senior year of high school.

## 8. Commencement

Only those students who have met graduation requirements may participate in commencement exercises.

## E. GRADE CLASSIFICATION

Students grade classification will be based on their cohort year. No mid-year classification changes will occur.

## F. GRADING SYSTEM/GPA CALCULATION

The McCook Junior-Senior High Schools will use the following grading scale:

A	94%-100%	4.0
B	87-93%	3.0
C	78%-86%	2.0
D	70%-77%	1.0
F	Below 70% (Failing)	0

Selected AP, Advanced and Honors classes at the senior high will use the college scale.

A	90%-100%	4.0
B	80-89%	3.0

C	70%-79%	2.0
D	60%-69%	1.0
F	Below 59% (Failing)	0

McCook High School uses the 4.0 grading system to compute class rank. Students with a 4.0 GPA's will be considered number one in their class. Those with less than 4.0 will be rank ordered. Class rank issued after four complete semesters.

### **G. HONOR ROLL/MERIT ROLL**

All subjects in 6th, 7th, and 8th grades will count toward the Honor Roll and GPA. To qualify for Merit/Honor Roll in grades 9, 10, 11 and 12, students must carry five solid subjects (these include college level classes, receive five credit hours per semester). Pass/Fail grades are not eligible to be considered for Honor/Merit Roll. An academic letter is awarded to all students earning merit roll each semester.

JUNIOR HIGH & SENIOR HIGH MERIT ROLL requires an average of 3.5 or higher, with no grade lower than a C.

JUNIOR HIGH & SENIOR HIGH HONOR ROLL requires an average of 3.0 or greater, but less than a 3.499, with no grade less than a C.

### **H. SEMESTER EXAMS**

All courses may conclude with a semester exam. The exam may count up to ten percent of the semester grade.

### **I. REPORTING STUDENT PROGRESS**

The following are the three primary ways in which the school attempts to report the evaluation of the student's progress and achievement in school to the parents:

1. Report cards - The report card indicates the teacher's appraisal of the student's accomplishments. They will be issued within two weeks after the end of each semester at the high school, and end of quarter at the junior high.
2. Progress reports -- When a student is doing unsatisfactory work in school, i.e., failing or doing work below his/her ability in a given subject, the teacher will send home in the middle of each nine-week marking period a progress report indicating why this situation exists, at the junior high. Progress reports at the high school will be available twice during each semester. This allows the student a chance to improve before report cards are issued as well as informing the parents of what is happening. If student academic progress drops significantly any point after progress reports, the student's parents will be notified.
3. Conferences - The third method of reporting the student's progress is Parent-Teacher

Conferences. All parents are urged to attend these conferences. Individual conferences may be set up at any time during the year at the request of the parent. Parent/Teacher conferences for individual students will be arranged at anytime if requested by a parent or teacher.

The junior high school mails out report cards and progress reports to parent/guardians. The senior high sends an electronic notification that grades have been posted. Grades are available district wide on Infinite Campus. To set up a parent portal in Infinite Campus, parents will need to contact the high school registrar for a username and password. The link for Infinite Campus is available on the McCook Bison website (mccookbison.org), under menu choose Infinite Campus and put in your username and password. Parents may also download the Infinite Campus App on their smartphones. Parents use "Campus Parent" and students use "Campus Student".

**K. STUDENT PERMANENT RECORDS**

Student permanent records contain the following information:

1. Personal Data
  - a) family information
  - b) health record
  - c) scholastic record
  - d) extra-curricular activities record
  - e) vocational interests and preferences
  - f) standardized test scores
  - g) attendance record
  - h) graduation data

**A.BELL SCHEDULES: GENERAL INFORMATION**

<b>SENIOR HIGH</b>		<b>JUNIOR HIGH</b>	
1st period	8:00 - 8:52 A.M.	1st period	8:00 – 8:51 A.M.
2nd period	8:56 - 9:48 A.M.	2nd period	8:57 - 9:48 A.M.
3rd period	9:52 - 10:44 A.M.	3rd period	9:52 - 10:43 A.M.
		In/En Time	10:43-11:05 AM
4th period	10:48 - 11:40 A.M.	4th period	11:09 - 12:00 P.M.
5th period/WIN	11:44 – 1:00 P.M.	5th LUNCH	12:00 – 12:34 P.M.
6th LUNCH	1:00 - 1:30 P.M.	6th period	12:38 - 1:30 P.M.
7th period	1:34 - 2:30 P.M.	7th period	1:34 - 2:30 P.M.
8th period	2:34 - 3:30 P.M.	8th period	2:34 - 3:30 P.M.

For the benefit of the student, teachers will be available at 7:45 a.m. and until 3:45 p.m. to assist students. Students are urged to take advantage of this opportunity to improve their educational skills. Other special schedules will be announced as needed throughout the year.

## **B. HEALTH SERVICES**

### **MPS: STUDENT HEALTH**

McCook Public Schools employs a full time nurse. Students participate in health screenings at the beginning of the year, per Nebraska State requirements. Students in the specified grades are screened in vision, hearing, height, weight and dental.

#### **IMMUNIZATION/ ENROLLMENT REQUIREMENTS STATE REQUIREMENTS**

1. Nebraska law (79-214) requires that all students entering kindergarten, 7<sup>th</sup> grade, or transferring in from out of state, have a physical exam by a physician, nurse practitioner, or physician's assistant within 6 (six) months prior to entry into the system. Prior to enrollment, parent or guardian shall present written verification of a physical examination, or sign a written statement that he/she does not wish their child to have a physical exam.
2. Nebraska law (79-214) requires a school vision evaluation for all children within six (6) months prior to entering Nebraska schools for the first time (includes beginner grades including kindergartners, transferees and other students new to Nebraska). The vision evaluation may be performed by a physician, optometrist, nurse practitioner, or physician's assistant. Prior to enrollment, the parent or guardian shall present written verification of a vision evaluation, or sign a written statement that he/she does not wish their child to have a vision evaluation.
3. Nebraska law (79-0444-01) requires all students to be appropriately immunized for diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, hepatitis B and varicella (chicken pox), according to grade level and for students transferring into the district from out of state. Prior to enrollment, parents/guardians shall present written verification of immunizations, signed by a parent or guardian; or, if applicable, a signed waiver of immunization. **Waiver information may be obtained from the school nurse or school office.**

Nebraska State law requires students meet the following requirements **BEFORE the first day of school:**

#### **Pre -school:**

- Immunizations- Nebraska immunization requirements.

#### **Kindergarten:**

- Immunizations- Nebraska Kindergarten requirements.
- Health Physical
- Vision Exam

#### **7th grade:**

- Tdap immunizations- Nebraska 7th grade requirements
- Physical exam

**Sports: 7th- 12th grade:**

- Sports Physical required each year to play sports, must be dated after May 1st, no waiver options.

**NEW Student, transferring in from out of state:**

- Immunizations- Nebraska requirements.
- Health Physical
- Vision Exam

For all Immunization requirements visit the Nebraska Department of Health and Human Services website.

**HEALTH RECORDS**

Privacy of student records is protected by the Family Education Rights and Privacy Act (FERPA). Only school personnel with a legitimate educational need to know will have access to records. **Staff members who have a need to know specific health information for the safety of the student will be informed of necessary adaptations.** Signed release of information will be obtained from parents before information is shared or requested by any outside agency. Health records are considered to be education records. The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) will only apply when records are requested from a covered entity.

**INDIVIDUAL HEALTHCARE PLANS (IHP)**

Students that require an IHP for a medical condition in which they need accommodations at school, please contact the school nurse. IHP's are developed by the school nurse and parents and shared with staff/administration on a need to know basis only, with the sole purpose to keep your student safe while at school.

**EMERGENCY ACTION PLANS**

Students that have a medical condition (asthma, seizures, diabetes, etc. ) in which they need an emergency action plan in place at school, will need to have all paperwork and documentation to the school at the beginning of the school year. All action plans for emergency procedures and medications must be signed by the students physician. **No medications will be given or action plans put in place without a physician signature/authorization.** If a student has a new condition and needs an action plan in place, please contact the school nurse.

**FOOD ALLERGIES**

Students with food allergies must have a doctors note. Severe food allergies require an action plan. See the school nurse.

**STUDENT HEALTH**

The school's goal is to keep students in school where they will benefit from their attendance, while not putting themselves or other students at risk. Students feeling unwell, to the extent that the student is unable to accomplish normal activities, should not be in school. Contagious or

infectious diseases transmitted by airborne particles or droplets may require exclusion from school until uncontrolled coughing subsides.

Students with health concerns should be evaluated individually to determine if school attendance is appropriate. The Nebraska State Health Guidelines will be used:

1. Students with a temperature of 100 degrees or more may not be in school. Students may not return until they have been without a fever (less than 100 degrees) for 24 hours **without the use of fever-reducing medication.**
2. Students with serious communicable/infectious diseases must have a doctor's permission slip to return to school and be in accordance with the Nebraska Department of Health and Human Services 173 NAC 3, Attachment 1--Contagious and Infectious Diseases/Conditions. Diseases would include but not limited to:  
Diphtheria, Hepatitis A, Meningitis, Pertussis (Whooping cough), Polio, Tuberculosis.
3. Students with the following contagious and infectious diseases/conditions cannot return to school until the following conditions are met:
  - a. Chicken pox: Exclude until all lesions are crusted.
  - b. Conjunctivitis (pink eye): Exclude symptomatic cases. May return when eye is normal in appearance or with documentation from physician that child is no longer infectious.
  - c. Enterobiasis (pinworm, threadworm, seatworm): Exclude until treated as documented by physician.
  - d. Fifth Disease: Exclude until fever and malaise are gone. May return with rash; no longer contagious once rash appears.
  - e. Hand, Foot and Mouth Disease: Exclude during acute phase and until fever-free for 24 hours without the use of fever-reducing medication.
  - f. Impetigo: Exclude until brought under treatment and acute symptoms resolved, at least 24 hours.
  - g. Influenza: Exclude for duration of illness and fever free for 24 hours without the use of fever-reducing medications.
  - h. Measles: Exclude for duration of illness and for no less than four (4) days after onset of rash.
  - i. MRSA (staph bacterial infection): Exclusion unnecessary unless directed by physician.
  - j. Mumps: Exclude five (5) days from onset of swelling in the neck. Return with documentation from physician.
  - k. Pediculosis (infestation with head or body lice): Students with live lice will be sent home and parents notified. The child must be treated prior to return to school. Students will be evaluated individually by the school nurse regarding head lice. It is recommended that all nits (eggs) be removed, as the removal of nits provides parents and school personnel with a baseline for re-examination to determine possible reinfestation during the weeks following treatment.  
If live lice are detected or if an untreated student is infested with nits (eggs), a parent/guardian will be notified of the need to check all household members. Complete nit removal will be emphasized as effective management of head lice.

A student who has been sent home from school due to head lice must come accompanied by a parent/guardian to the health office the following morning before school for inspection. If live lice are detected, the student will be sent home with the parent/guardian. If minimal nits are detected that do not appear to be viable, the student will be allowed to return to class and rechecked in 7-10 days.

In the event that a student has TWO cases of live lice in one semester, he or she will be sent home until free of both live lice and all nits.

- l. Ringworm (tinea infections): Exclude until treatment is started, at least 24 hours. Areas must be covered while at school until the lesions are dried.
- m. Rubella (German measles): Exclude for duration of illness and for no less than four (4) days after onset of rash.
- n. Scabies: Exclude until 24 hours after treatment is started.
- o. Shingles/Herpes Zoster: Exclude children with shingles/zoster if the vesicles cannot be covered until after the vesicles have dried.
- p. Streptococcal infection (scarlet fever, scarlatina, strep throat): Exclude until fever free and under treatment for 24 hours.

4. Students with an unidentified rash **may require immediate exclusion and proof of medical evaluation.** When a rash is observed, school personnel must be notified of the rash.

5. Students will be sent home if they are vomiting or have diarrhea, regardless of whether or not they have a fever. They may not return until 24 hours after their last episode.

## **MEDICATION**

School/trained personnel cannot give medication unless there is a signed medication authorization form from the parent/guardian. Prescription medication must be labeled by the pharmacy and remain in the original container. Medication must be labeled with current prescription. Any changes to the dosage of a daily prescription will require written authorization from the physician. Over-the-counter medication can only be given with a signed medication authorization form from the parent/guardian. Medication must be in the original container and clearly marked with the student's name. Medication authorization must follow label instructions unless a physician's order is received. All medication is to be kept in the school office. An adult is responsible for transporting medicine to and from school. Medication must be picked up by a parent by the last day of school, or it will be disposed of by the nurse.

The school will provide acetaminophen to students as needed, and at the nurse's discretion. A medication authorization must be signed and returned to school from the parent/guardian.

The student may carry asthma inhalers, auto-injectable epinephrine, diabetic medications or other emergency medication if all the following conditions are met: (Please see the school nurse.)

- A. A signed request from the parent/guardian for the student to self-manage.
- B. Authorization of the student's physician or, for asthma and anaphylaxis, a

health care professional who prescribed the medication for treatment of the student's condition.

- C. A written and signed management plan for the condition has been filed with the school nurse, including procedures for storage and access to backup supplies of the medication.
- D. A signed "no-liability" statement from the parent/guardian.
- E. A form to record student-required reports of self-administration.

Breathing emergency medication will be available to be given, in accordance with state policy, if necessary. The Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (anaphylaxis) Protocol will be implemented in a school building if there is a breathing emergency while school is in session. Please refer to Rule 59, 79-305 and 79-318, Appendix A. If the protocol is used, 911 will be called. The student must then be transported for medical evaluation.

Any questions or concerns regarding the use of this protocol should be directed to the school nurse at the start of each school year. EpiPens and albuterol provided by the school in compliance with the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and **are not intended to replace a child's own prescribed medication** for asthma or allergies. Only individually prescribed medications will accompany students on field trips or events outside the school building.

Automated External Defibrillators (AEDs) are available in all McCook Public Schools for use in emergency situations. Each site has staff trained to use the AED. Each site has staff trained in CPR.

For a student either to be excused from physical education or readmitted to physical education activity from any injury and/or illness for more than three (3) consecutive days, a doctor's note will be **required**.

In case of an accident which causes injury to a student, the building administrator, and/or a designee, in consultation with the school nurse, should notify the parent guardian and/or designated responsible person immediately. If the parent and/or designated person cannot be reached, the building administrator, consulting with the school nurse, shall be responsible for determining the course of action. EMS must be utilized if a student:

- is unconscious.
- is in a situation deemed emergent by the school nurse and building administrator, in the event a parent cannot be reached
- has severe bleeding
- is not breathing or having respiratory distress.
- has possible neck or spinal injury.
- has a possible compound fracture.

Law enforcement may be contacted to help locate parents.

## **REVISED NEBRASKA STATUTES 71-6902-04, 09**

Nebraska Revised Statute 71-6909 requires that on or before October 1 of each school year, each school district shall provide written information to all students explaining the provisions of Neb. Rev. Stat. 71-6902 with regard to the requirements for parental notification as a condition for obtaining an abortion and the provisions of Neb. Rev. Stat. 71-6903 and 71-6904 with regard to seeking a judicial waiver of notification.

If a woman under the age of 18 who is not self-supporting or married becomes pregnant and decides to have an abortion in Nebraska, certain laws apply to her.

### **NOTICE FROM DOCTOR TO PARENT OR GUARDIAN**

Nebraska law requires that one parent (chosen by the pregnant woman) or a legal guardian must be told by her doctor that an abortion is scheduled. The doctor must personally deliver or mail the notice. The parent or guardian does not have to give permission; the parent or guardian simply has to be told. The doctor must wait at least 48 hours after written notice has been delivered to the parent or guardian before the abortion can be performed.

### **WAIVER OF NOTICE**

If the pregnant woman doesn't want her doctor to notify one of her parents or legal guardian, she must request that a judge authorize the abortion without written notice to a parent or guardian. This process is referred to as a judicial waiver of notification.

## **JUDICIAL WAIVER OF NOTIFICATION**

### **FORMS AND INSTRUCTIONS**

The pregnant woman must fill out a special form to ask for a waiver. The Waiver of Notification form can be found at any courthouse in Nebraska in a place where anyone can pick it up without asking. The form has instructions on how to fill it out and where and how to turn it in.

### **LEGAL HELP**

The pregnant woman can get free legal help. If she asks, the court will provide her with an attorney at no cost to her.

### **MEETING WITH THE JUDGE**

The judge will meet privately with the pregnant woman, her attorney, and any other person she wants to be present.

### **JUDGE GRANTS OR DENIES THE WAIVER**

The judge will authorize the abortion without notifying a parent or guardian if the judge determines that the pregnant woman is mature and capable of giving informed consent to the abortion or that the abortion would be in her best interest. If the judge does not grant the waiver, then the doctor must notify the pregnant woman's parent or guardian of the pending abortion.

## **APPEAL TO THE NEBRASKA SUPREME COURT**

If the judge does not authorize the abortion without notifying a parent or guardian, the pregnant woman may appeal to the Nebraska Supreme Court to authorize the abortion without notification to her parent or guardian.

## **PRIVACY AND CONFIDENTIALITY**

All records, forms, and court proceedings regarding the waiver or an appeal are private, confidential, and will not be made public without the pregnant woman's permission. For additional information regarding the law dealing with parental notification of an abortion, refer to Nebraska Revised Statutes 71-6901 to 71-6909

## **PREGNANT OR PARENTING STUDENTS**

The District recognizes that pregnant or parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. The District will educate pregnant or parenting students and will provide reasonable accommodations to support and encourage all pregnant or parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

### **Attendance and Leave of Absences**

Pregnant or parenting students will be permitted to attend to their own health care, their child's medical care, or other appointments related to pregnancy or parenting with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other prenatal and postnatal related medical needs, along with related recovery for the duration that is considered medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the District at the same grade and status as when the leave began. Pregnant or parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and following unless administrators determine such participation poses a significant risk of injury to the student or to others. A pregnant or parenting student may be asked to obtain certification from the student's licensed health care provider regarding the student's safe participation in an extracurricular activity when such certification may be required of students for other conditions which require the attention of a licensed health care provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant or parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant or parenting students will be provided with assignments, classwork and any additional support needed to help the student keep up with class requirements due to absences related to pregnancy or parenting.

### **Alternative means to complete course work**

The District will provide at least one alternate method, in addition to traditional classroom instruction to keep pregnant or parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative programs for pregnant or parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant or parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

### **Lactation**

The District will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food-safe refrigerator to store breast milk.

### **Child Care**

If in-school child care is not provided, a list of qualified licensed child care providers will be provided when requested by pregnant or parenting students. The list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating in keeping with the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early Head Start program or any other available community resources.

### **Privacy and Confidentiality**

Pregnant or parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative record and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

### **Other Accommodations**

Pregnant or parenting students are here notified that they may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis by the building principal. Such accommodations may include but are not limited to: additional frequency allowed for bathroom

breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed.

### **Bullying and Harassment**

Pregnant or parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are in place and apply to all students.

### **C. INSURANCE**

The school district does not carry insurance on students in school or at school activities. However, for your convenience, the school district does offer you a reliable insurance company that will insure your student. An application will be sent home with your student. If you want coverage, complete the application and return it to school with the premium. No cash will be accepted, please pay by either a check or money order. Forms must be returned to the principal's office as soon as possible.

### **D. GUIDANCE SERVICES**

The Guidance Counselors will be available to assist students in scheduling, testing, vocational and college choices. The counselors are available to assist in planning and preparation of all types of goals and can be very helpful to students with personal as well as academic problems. If you wish to talk to the counselor, stop by the office and arrange a conference. A school counselor, school nurse, or school psychologist may have contact with your child sometime throughout the year.

### **E. TESTING**

Grades three through eleven (3-11) will be given a standardized achievement test during the school year. Information concerning registration for various tests, will be provided by the counselors.

### **F. PHYSICAL EDUCATION**

Physical Education is required of all students in the appropriately scheduled grade levels. A note from a parent presented to the office can temporarily excuse a student from physical exercise for reasons of injury or illness. At the junior high, if a student is medically removed from Physical Education they cannot participate in noon recreation, sports, intramurals, and 6th grade track day. Grade 6-12 each student is responsible for providing his/her own physical education clothes. Recommended clothing are: tennis shoes (should not have black soles), sweat socks, gray shorts, gray t-shirt, towel and undergarments. It is recommended that student's P.E. clothes and towels be marked with his/her name in permanent ink. Lockers are provided for street clothes and can be locked. Students need to provide their own locks. Students need to take P.E. clothes and towels home each weekend for laundering. Students are not permitted to borrow P.E. clothes or towels from another student. It is expected that each student will have his/her own clothes and towels each day that class is in session -- failure to bring these items is the same as failure to bring books, paper or pencils to other classes. Students are not permitted

to attend other classes in P.E. clothes. At the junior high, the PE shirt can be purchased at the Sports Shoppe or McCook Lettering.

## **G. FOREIGN EXCHANGE STUDENTS**

We welcome the foreign students we have each year in our school. They are entitled to and are given the rights and responsibilities of all students.

## **H. LOCKERS**

The school district provides hall lockers in which pupils may store personal belongings. The school also furnishes lockers in the gym for the purpose of giving students a place to put their street clothes when changing for gym classes. Locks are furnished for hall lockers. Although the school supplies a place for students to store their belongings, it cannot take the responsibility of these belongings. The student is responsible for his/her own property and therefore, should make sure that his/her locker is kept locked at all times, that he/she does not share his/her locker, and that he/she does not let anyone else know the combination to his/her lock or loan his/her keys to another student. Designated areas will be assigned for each grade level and students are asked to place their belongings in the lockers that have been assigned to their grade level. All students will be assigned lockers by the principal. All lockers are property of the school and may be inspected at any time.

## **I. PERSONAL PROPERTY**

The principal's office does maintain a lost and found department. Lost items should be reported to the teacher and/or office immediately once its absence is discovered. Any item that is found by a student must be turned into the teacher where it was found or to the office. Lost and found items not claimed at the end of the school term will be discarded. The school does not accept responsibility for any lost or stolen personal property.

## **J. FIRE /TORNADO DRILL PROCEDURES**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

## **K. DAILY ANNOUNCEMENTS**

Junior high announcements are made in the first and sixth period classes. Students should pay close attention so they know what is going on. Senior high announcements will be made at the beginning of WIN period.

## **L. DAILY AND WEEKLY BULLETINS**

Written bulletins will be sent to the teachers as needed. Much of the information on these bulletins will be for the teachers, however, some of the more important student announcements

will be on these, also. Teachers will read these announcements to the students from time to time.

## **M. BREAKFAST/LUNCH**

McCook Public Schools offers breakfast and lunch through food services. Each student will have a four digit number he/she can memorize to purchase food. Each school has a computer with a key pad for the students to enter their number before making a purchase.

At the junior high, food service offers breakfast to students before class starts each day. Students do have a second chance opportunity for breakfast during the second period passing time to be eaten in their classroom. Students may bring sack breakfasts, but they must be eaten in the cafeteria before school or the 2nd period classroom. Those bringing sack breakfast may purchase milk from food services. Breakfast is not served on late start days.

The junior high operates on a closed campus. This means that the student must be in an assigned area over the lunch period. The lunch schedule is changed each week so that all students have the opportunity to eat first. Parents wanting students dismissed for lunch need to physically come to the office and sign students out over the lunch period. Parents are encouraged to deposit money in their lunch account on a monthly basis. Students may bring sack lunches, but they are to be eaten in the cafeteria. Those bringing sack lunches may purchase items such as milk, potato chips and ice cream from the ala carte' line. Students are not to bring candy or pop to school unless it is to be eaten with the sack lunch. Food and/or beverages are not to be brought in the halls, classes or stored in lockers. Students are allowed to store water bottles in their locker and take them to class provided the bottle is translucent, the contents can be viewed, and not a distraction.

An activities program is offered for students during the junior high lunch break. This is a supervised program. It does offer students an opportunity to participate in some team activities during the lunch break. Tennis shoes are required for participation on the gym floor. They must not have black soles. When a student is excused from participating in PE, they are also restricted from participating in noon rec.

Senior high students can go home for lunch, to the junior high cafeteria or downtown. If you eat lunch in the Senior High School building, you must eat in the Commons Area. If a teacher has called a lunch meeting and the teacher is present, you may eat in a classroom with the supervising teachers (sponsors) permission. During the lunch break at Senior High School, all students are to be in the lower halls. When leaving the school area in cars and returning, it is important that everyone practices safe driving procedures.

## **MAINTAINING STUDENT LUNCH ACCOUNT FUND ACCOUNTS**

McCook Public Schools offers both a breakfast and a lunch program in conjunction with Opaal Food Management Inc. The school district uses an electronic accounting system to assist us in keeping accurate records. The school lunch program is supported by Federal and State Funding and is operated as revenue neutral. This means the School shall not operate the program to make a profit, but the cost of the meals should pay for the expense of operating the program.

Each student will be issued an account with the McCook Public Schools Lunch Program. Parents/Guardians should make deposits to their students lunch account and are responsible to maintain a positive student lunch fund account balance. Cafeteria account balances may be viewed on Infinite Campus. The School will notify students and parents/guardians when an individual student's account needs deposits to maintain the account in a positive balance.

Deposits to your lunch account must be delivered to the school office no later than 9 AM in the morning to be credited to your account that day. The cafeteria does not cash checks nor will change be given when a check is presented.

All students will be notified verbally and a written note will be sent home to inform parents/guardians that additional deposits need to be made to the student's account.

Once a student's lunch account has a negative balance that student will continue to be able to purchase a Type A regular school lunch until the account reaches a -\$20 balance. Negative lunch accounts will NOT be allowed to purchase ala carte or "C" items.

After five days that an individual student's account is in a negative balance, the office of the school that the student attends will contact the parents/guardians either by phone or in writing and let them know that a deposit will need to be made immediately.

If an individual Junior or Senior High student's lunch account remains in a negative balance for 10 days or when it reaches the maximum of -\$20, then the student will be refused lunch service until the student's lunch account has a positive balance.

When an individual student's lunch account remains in a negative balance for more than 15 days, the District Office will contact the parents/guardians to resolve the student's account balance.

Applications for free and reduced meals may be obtained from any building principal's office or the superintendent's office. Keep in mind you are still responsible for any charges incurred on your account prior to any free or reduced application approval. A new free and reduced form is required every year. Also, any students on free or reduced lunches are charged FULL PRICE for any second breakfast or lunch they take and you are responsible for that payment.

## **N. Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

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

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

#### **O. CHECK CASHING POLICY**

Checks for the correct amount will be accepted for school-related purchases. (lunch account, activity tickets, fees, etc.).

#### **P. STUDENTS AND FUND-DRIVE SOLICITATIONS**

Students in grades 6 shall not participate in school-related fund drives or in any other form of solicitation, collection, or selling through the school or school-related activities. Students in grades 7-12 may participate in school-related fund drives or forms of solicitation, collecting or selling for school-related purposes, provided prior approval for such participation has been given by the superintendent upon the recommendation of the building principal. (Forms are available in the principal's office for fund-raising activities). No student shall be permitted to engage in such activities during regular school hours and while classes are in session.

#### **Q. TELEPHONE**

School telephones are considered business phones, with limited use by students. The telephone on the counter of the junior high office is for student use before or after school only. Student calls during the day will be on an emergency basis only. Students will not be called out of class for a telephone call except in case of extreme emergency and only at the request of parent or guardian. The office staff will take and deliver messages to students at the end of a class period. We do ask your cooperation in receiving messages during the school day.

**Junior High:** Use of cell phones and other electronic devices are prohibited at McCook Junior High during school hours, including detention time and must be kept in lockers. The consequence for a confiscated phone or electronic device is the parent picks it up from the junior high office.

**Senior High:** Cell phone use is restricted in the Senior high building during the school day (8:00 a.m. to 3:30 p.m.). Cell phones may not be used in any hallway, classroom, or locker dressing area during any class period unless the teacher requests the phone use. During this time, all cell

phones are to be turned off and out of sight. Students may use cell phones in the hallway during passing periods. Cell phones which are turned on, in use, or in sight in a classroom during the class period, may be confiscated. Consequences for inappropriate use include: 1st – Take the phone and student picks it up from the principal after school. 2nd– Take the phone and the parent picks it up from the principal. 3rd- Take the phone, \$20 fine, parent picks it up from the principal by appointment. 4th – Take the phone, \$50 fine, parent picks it up at the end of the year.

## **R. CHANGE OF ADDRESS**

Any student who has had a change of address, telephone number, legal name, or any other pertinent information needed for accurate school records, should inform the office immediately. It is necessary to keep our mailing lists and records up-to-date in order to keep parents/guardians informed of school happenings.

## **S. ACTIVITY TICKETS**

Activity tickets for junior and senior high school students will be available in the principal's offices. All students grades 7-12 participating in an activity governed by the NSAA will be required to purchase an activity ticket with the exception of Junior High Band and Choir. NSAA activities include journalism, band, music, speech, drama, cheerleading, dance, and all sports. An activity ticket will allow a student into all McCook Public School athletic events, excluding conference, district and state events, and can also be used as an identification card when attending events out of town.

## **T. VISITORS**

All visitors to the McCook Public School buildings are asked to report to the office. Solicitors and friends will not be permitted to visit students or teachers during school time. Students who wish to bring guests must seek approval from the principal/assistant principal twenty-four hours before doing so. Parents are welcome and encouraged to come visit school at any time.

## **U. SCHEDULING OF EVENTS**

Students are reminded that any activity of any organization needs to be cleared by the sponsor, approved by the principal and the activities director, then placed on the school calendar in the office. These matters need to be taken care of at least a week (five school days) in advance of the event. Building use Forms are available in the Activity Director's office. If this procedure is not followed, school time and/or facilities will not be used.

## **V. PURCHASE ORDERS**

Supplies for school organizations are not to be obtained without a purchase order, which has been approved by the sponsor and the principal.

## **W. USE OF THE PHOTO COPIER**

No copies will be made for students without a note from the teacher. Personal copies will be 25 cents per copy (school-related material only).

## **X. TEXTBOOKS**

The school district provides needed textbooks without charge. This program necessitates that all students assume full responsibility for the books issued them. If the books are abused, fines will be assessed to compensate for the damage. Allowances will be made for depreciation, but assessments of no less than one-half the cost of the book will be made for the replacement if the books are lost or severely damaged. Books issued by the teacher shall be covered at the request of the teacher.

## **Y. PHOTOGRAPHS & PRESS RELEASES/VIDEO SURVEILLANCE**

The media of print (including internet) in local and regional publications may periodically photograph students and their names may be released to the media to accompany these photographs unless parents request in writing to the building principal that their students should not be included. The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. No cameras will be used in restrooms and/or locker rooms.

## **Z. FEES AND CHARGES**

The Board of Education of McCook Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students. The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays.

The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth guidelines and policies: which may be subject to interpretation or guidance by administrative or Board regulations. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

**(1) Guidelines for clothing required for specified courses and activities.**

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicles, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and assure that students use the devices as required, and students have the responsibility to follow such instruction and use the devices as instructed.

**(2) Personal or consumable items.**

Students have the responsibility to furnish any personal or consumable items for participating in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for the reasonable replacement cost of school property, which is placed in the care of and lost by the student. Where students are provided school property of a significant value, which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student

being given responsibility for the item and the parent may then direct the student not be given the item.

**(3) Materials required for course projects.**

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12). Students must furnish musical instruments for participation in optional music courses that are not extra-curricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

**(4) Extracurricular Activities-Specialized equipment or attire.**

Extra curricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participating is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir uniforms and outfits, along with T-shirts for teams or band members), will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use (braces, mouth piece, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost of such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost of such equipment or attire.

**(5) Extracurricular Activities-Fees for participation.**

The District may charge fees for participation in extracurricular activities. Admission fees are charged for extra curricular activities and events.

**(6) Postsecondary education costs.**

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

**(7) Transportation costs.**

Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.

**(8) Copies of student files or records.**

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents or students from exercising their right to inspect and review the student's' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

**(9) Participation in before-and after-school services.**

Students are responsible for fees required for participation in before-and after-school services offered by the District, except to the extent such services are required to be provided without cost.

**(10) Participation in summer school or night school.**

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

**(11) Breakfast and lunch programs.**

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

**(12) Waiver Policy**

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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) use of a musical instrument in optional music courses that are not extra curricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price

lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in the activity, and prior to purchase of the materials. Materials for course projects to be provided to free or reduced-priced lunch eligible students shall be approved by the administration in advance and shall be comparable in quality and sufficient in quantity to allow the student to demonstrate the required skills.

### **(13) Distribution of Policy**

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

### **(14) Student Fee Fund**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

### **AA. Disclosure of Student Recruiting Information**

The No Child Left Behind Act of 2001 requires McCook Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that McCook Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing to military recruiters or institutions of higher education without prior written parental consent.) McCook Public Schools will comply with any such request.

### **AB. Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teacher:

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about the graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided in a timely manner. Finally, McCook Public Schools will give

timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

## **AC. Family Educational Rights and Privacy Act (FERPA)**

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist, or a company contracted to provide assessment analysis for the District, including but not limited to The Riverside Publishing Company; Dynamic Measurement Group, Inc.; Wireless Generation; Edformation, Inc.; OAMS, LLC.; or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

## **NOTICE CONCERNING DIRECTORY INFORMATION**

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

### **ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION**

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice, which involves an unauthorized disclosure of education records. In some courses student work may be displayed or may be made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed given in the absence of such a notification from the parent or eligible student.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

### **AD. Nondiscrimination**

McCook Public Schools does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, marital status, pregnancy, conditions related to pregnancy or childbirth, or genetic background in admission or access to, or treatment of employment in, its programs or activities. If you feel you have been discriminated against, or have inquiries regarding grievance activities, or compliance with Title IX, or Section 504, contact TitleIX Coordinator, Assistant High School Principal, 700 West 7th, McCook, Nebraska 69001.

### **AE. Asbestos Notification**

The Federal Government and the State of Nebraska require that all patrons and staff of each school building be notified each year of the asbestos conditions within each building. This requirement is to insure a safe and wholesome environment for our children and employees.

Asbestos is a harmful substance when the fibers become airborne. Properly managed, this material will not become friable and the fibers airborne. The federal and state government requires each school to have an asbestos management plan in place, the contents of which is on file in the main office of each building. This plan is open to the public and can be reviewed at any time with proper notice. This plan must be updated on a three-year basis or when any changes occur in the asbestos material in the building.  
All buildings in the McCook Public Schools have asbestos.

These areas are being managed by a required operation and maintenance plan and areas pose no threat to the safety and welfare of the patrons, staff or students in these buildings.

A six month surveillance program is in place whereby the asbestos containing materials is reviewed and inspected. This is to insure there is no change in its status since the last inspection. If you have concerns, please call the superintendent's office at 345-2510, or come in and discuss the management plan. It is the school's intention to keep the environment safe and wholesome for all the children, staff and patrons.

### [District Wellness Protocol](#)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

One of the major goals of the McCook School District is "to promote in each student a sense of his civic rights and responsibilities." To assist in the implementation and accomplishment of this goal, the McCook School District Board of Education has adopted policies related to student conduct. The rules and regulations, which govern the rights and responsibilities of students, teachers and administrators, are outlined on the following pages.

These rules reflect the rights of individuals as set forth in the United States Constitution, Nebraska State Constitution, the State Board of Education's mandated rules and regulations on procedural due process guarantees, the McCook School District Policies, and recent court decisions.

### **A. CRIMINAL OFFENSES DEFINED**

Students involved in criminal acts are subject to prosecution whether these acts occur in the community or at school or school-related functions. Appropriate action, may be taken by school authorities, if the incident is school-related regardless of whether or not criminal charges result. The following acts are among those defined as criminal offenses under the laws of the State of Nebraska.

**ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS** - The sale, use or possession of alcoholic beverages or illegal drugs.

**ARSON** - The intentional setting of fire.

**ASSAULT** - Physical threats, violence to persons or inappropriate contact.

**BOMB THREAT** - Threatening damage to persons or property from an exploding bomb, whether real or imagined.

**BURGLARY** - Illegally entering with the intent to steal school or personal property.

**EXPLOSIVES** - Possession or use of explosive substance that could cause injury or damage. This does include firecrackers.

**EXTORTION, BLACKMAIL OR COERCION** - Obtaining money, property or favors by violence or forcing someone to do something against his will by force or threat of force or violence.

**DANGEROUS WEAPONS** - Illegal possession or use of firearms or dangerous weapons that could cause bodily harm to an individual.

**FALSE FIRE ALARMS** - Setting off false alarms.

**FORGERY** - Fraudulent imitation of a signature or document.

**LARCENY** - Stealing of school or personal property.

**MALICIOUS MISCHIEF** - Willful damage or destruction of school or personal property.

**TRESPASSING** - Being present in an unauthorized place or refusing to leave when ordered to do so.

**UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES** - Interfering with district employees by force or violence, or threat of force or violence.

## **B. SCHOOL OFFENSES DEFINED**

Students at school-sponsored, off-campus events shall be governed by school district policy and regulations and are subject to the direction of school district authorities. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district authorities shall result in appropriate disciplinary action. Principals have the discretion of adding, subtracting and/ or deleting to the listing of school offenses as needed. The following acts are among those that violate McCook School District Policies or individual school rules and regulations.

**SMOKING OR POSSESSION OF TOBACCO** - Smoking or possession of tobacco or E cigarettes by students is not permitted on school property or at school-sponsored activities. This does include all forms of tobacco – smoking or chewing and all forms of E cigarettes or vaporizing devices.

**INAPPROPRIATE DRESS AND APPEARANCE** - Dress and appearance must not present health or safety problems or cause disruption. (see dress code)

**NON-ATTENDANCE** - Daily attendance of all who are enrolled in the McCook Public Schools is required in accordance with state law and district policy and to ensure a proper opportunity to learn.

**DISRUPTIVE CONDUCT** - Conduct which materially and substantially interferes with the educational process is prohibited.

**FAILURE TO COOPERATE WITH SCHOOL PERSONNEL** - Students must obey reasonable instructions of school district personnel.

**REFUSAL TO IDENTIFY SELF** - All persons must, upon request, identify themselves to proper school authorities in the school building, on grounds or at school-sponsored events.

**PHYSICAL VIOLENCE** - Differences of opinion that result in the student using bodily force to assert their desire to control a situation. Any inappropriate physical contact with another person. Causing or attempting to cause physical harm to another individual.

**TERRORISTIC THREATS** - Verbal harassment, intimidation and threats upon students and/or staff.

**BULLYING** – any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school or at a school sponsored activities or events or being represented as a disruption to school.

**HABITUAL ACTS OF NON-COMPLIANCE** - Habitual or repeated violations of school regulations.

### **C. WEAPONS IN SCHOOL POLICY**

Students are forbidden to knowingly and voluntarily possess, handle, transmit or use any instrument in school, on school grounds or at school functions that is a weapon, looks like a weapon, or is determined to be illegal or dangerous. Items which have no school-related purpose should not be brought to school or on to school grounds. Students who are in possession of the aforementioned articles will be subject to suspension or expulsion procedures.

Laws that are covered in this Policy:

Ref: Elementary and Secondary Education Act of 1965 (ESEA) as amended (4-31-94) to include the Gun-Free Schools Act Nebraska Student Disciplinary Code as amended by LB1250 (1994) Nebraska Criminal and Juvenile Codes as amended by LB988 (1994)

### **ADMINISTRATIVE PROCEDURES FOR WEAPONS IN SCHOOL**

This procedure shall cover any objects or items which could be used to injure another person or whose clear intent is to resemble an item which could cause injury and which has no school-related reason for being in school or on school grounds. Such items will be considered "weapons" for the purpose of this policy.

Lack of student awareness or student intent will not be considered a defense in the McCook School's Weapons in School Policy.

### **I. Guns**

Any student who knowingly and voluntarily possesses, handles or transmits a gun in school, on school grounds, or at a school function will be excluded from school for a period of not less than one calendar year. (Due Process Procedures will be followed.)

For the purpose of this action, guns shall mean:

- 1) Any weapon which, is designed to, or may readily be converted to expel a projectile by the action of an explosion;
- 2) The frame or receiver of any such weapon;
- 3) A firearm muffler or silencer;
- 4) Starter pistol;
- 5) B-B gun, pellet or air gun;
- 6) Any destructive device;
- 7) Any explosive, incendiary or poison gas bomb, grenade, rocket with a propellant charge of more than four ounces, mine or similar device; b) any combination of parts designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled.

## **II. Dangerous Weapons**

Any student who knowingly and voluntarily possesses, handles, or transmits a dangerous weapon (other than Section I above) shall be excluded from school for a period of not less than one whole semester. If any portion of a semester remains, the exclusion will include that portion plus one complete semester. (Due Process Procedures will be followed.)

Other than Section I above, dangerous weapons shall include:

- 1) knives - any dagger, dirk or stiletto with a blade of two and one half inches or longer;
- 2) knuckles - any instrument that consists of finger rings or guards made of hard substances that is designed, made, or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist enclosed in the knuckles;
- 3) lead-pipes;
- 4) chuck-sticks;
- 5) throwing stars;
- 6) darts, or;
- 7) blackjacks

## **III. Potentially Dangerous and Look Alike Weapons**

Any student who knowingly and voluntarily possesses, handles or transmits any potentially dangerous weapons not addressed in Sections I and II above, or a look alike weapon, shall be subject to a short-term exclusion of five days or less during which time a review panel will be convened to review the incident and determine possible continuance of exclusion. The review panel will consist of 1) the administrator of the school of attendance; 2) an administrator from another district facility; and 3) Superintendent of Schools or his/her designee. The panel shall review the facts of the case including the article in question, circumstances of discovery, use of the article, and intent. Upon completion of the review, the panel may choose to continue the exclusion for a period of up to the remainder of the semester, unless ten or less days remain in the semester, in which case the exclusion will include the following semester.

Items in this category may include but not be limited to:

- 1) Knives with blades of less than two and one half inches;
- 2) Chains;
- 3) Fireworks;
- 4) Matches and cigarette lighters;
- 5) Chemicals;
- 6) Unauthorized tools;
- 7) Any articles that can be realistically mistaken for weapons;
- 8) Other items not covered in Section I and II above.
- 9) Laser pointers will be considered a weapon if pointed at the face of other people.

#### **IV. Confiscation**

Administrators or other delegated school officials shall confiscate any article previously described in Sections I, II or III. Articles identified in Section I and II will be submitted to the appropriate law enforcement agency. Articles identified in Section III may be turned over to law enforcement officials as appropriate.

#### **V. Additional Considerations**

- 1) *Exceptions* to unlawful possession of firearms:
  - a) Armed Forces and Law Enforcement Officers (28-1204.04 (1) (a) );
  - b) Adult Supervision-firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor (28-1204.04 (1) (b) );
  - c) "Gun Rack Rule" - firearms contained within the private vehicle operated by a non-student adult which are not loaded and
    - i) are encased or;
    - ii) are in a locked firearms rack that is on a motor vehicle (28-1204.04 (1) (c) ).
  - jj) *Students with Disabilities* may be subject to the same disciplinary procedures if it is determined that the act was not related to the disability. *The Individuals with Disabilities Education Act* (IDEA) requires that educational services must continue, however, services may be provided in another setting. If the act is related to the disability the student may be subject to short-term suspension but may not be expelled. The district may seek a court order to remove the student or the placement may be changed.

#### **D. FREEDOM OF SPEECH AND ASSEMBLY**

McCook School District Policy relating to freedom of speech and assembly states:

Students are entitled to orally express their opinions. Such oral opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.

All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal or other appropriate school officials. Students have the freedom to assemble peacefully. There is an appropriate time and place for

expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom are prohibited.

#### **E. FREEDOM TO PUBLISH**

McCook School District Policy relating to freedom to publish states:

Students are entitled to express in writing their personal opinions. Written expressions must be signed by the author. The distribution of such material may not interfere with or disrupt the educational process and must be approved by school authorities. Students who edit, publish or distribute handwritten, electronic, printed or duplicated matter among their fellow students within the school, must assume responsibility for the content of such publications. Libel, obscenity, vulgarity and personal attacks are prohibited in all publications. Commercial solicitation will not be allowed on school property unless expressly approved by the school administration.

#### **F. SEARCH AND SEIZURE**

Student lockers, desks and other such property, are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. The following rules shall apply to the search and the seizure of items in a student's possession or control:

1. There should be reasonable suspicion for school authorities to believe that the search will uncover evidence of a crime or rule violation.
2. Illegal items or other possessions reasonably determined to be a threat to the safety or serenity of others may be seized by the school administration. Any firearm shall be confiscated and delivered to law enforcement as soon as practicable.
3. Items, which are used to disrupt or interfere with the educational process, may be removed from student possession.
4. A cell phone is subject to review.

#### **G. DISCIPLINE**

The common goal of students, parents, faculty and administration of McCook Public Schools is to maintain a school atmosphere, which is conducive to learning. In order to achieve this, McCook Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. Violation of the McCook Public School's rules and policies will result in disciplinary action.

"Discipline" shall mean all forms of corrective action taken by school personnel, other than suspension and expulsion. The following methods are among those forms considered as "discipline": conferences, detention and acts such as the withholding of privileges or the assignment of tasks. For students with verified disabilities served in special education—all applicable federal and state regulations and rules will be followed.

McCook Public Schools follows the Nebraska School Discipline ACT [LINK](#)

**DUE PROCESS FOR DISCIPLINE** - Any student, parent or guardian who is aggrieved by any disciplinary action shall have the right to an informal conference with the appropriate school authority. At such conference, the student, parent/guardian shall respond to questions by school

personnel and shall be entitled to question them in return. Any student, parent or guardian seeking further considerations after this conference shall, upon two school days prior notice, have the right to make a formal protest, either in writing or in person, to the Board of Education at its next regular meeting. Such protests shall be heard in an open meeting unless a closed session is specifically requested by the student and/or his parent/guardian. The Board of Education shall notify the student and/or his parent/guardian in writing of the decision within ten school days.

For students with verified disabilities served in special education, all applicable federal and state regulations and rules will be followed.

#### **H. EXCLUSION FROM SCHOOL -- SUSPENSION OR EXPULSION**

1. Nebraska Law provides that students may be excluded from school by means of:
  1. Short-term suspension of not more than five (5) days.
  2. Long-term suspension of not more than twenty (20) days.
  3. Expulsion for the remainder of the school semester.
  4. Emergency, immediate suspension if the student has a dangerous disease or presents a threat to the physical safety of the school community or is disruptive to the school program.
  5. The statute provides the conditions and applicable procedures for each type of exclusion:
    - a. Principal or Designee must make an investigation.
    - b. Principal or Designee may suspend after he/she determines it is to help the student, or to prevent interference with the school purposes.
    - c. Student must be given oral or written notices of charges, an explanation of the evidence against him/her, and an opportunity to present his/her version.
    - d. Within 24 hours (or such time as is reasonably necessary) following suspension, the principal must:
      1. Give reason for the action taken.
      2. Make a reasonable effort to confer with parents before or at time student returns to school.
2. Procedure for Emergency Exclusion:
  - a. Exclusions may not last longer than necessary to avoid the threats of the emergency.
  - b. If longer than five (5) days, there must be substantial compliance with the procedures provided for long-term exclusion (listed below).
3. Long-Term Expulsion and Mandatory Reassignment:
  - a. The following behavior constitutes grounds for these types of exclusions:
    1. Use of violence, force, coercion, threat, substantial interference with school purposes.
    2. Damage to property (private or school) of substantial value.
    3. Physical injury to any student or school employee.
    4. Threat to obtain money or anything of value.
    5. Knowingly possessing or handling a weapon.
    6. Possession of controlled substance or alcoholic liquor.
    7. Bullying.
    8. Engaging in any activity forbidden by law or school policy.

9. Repeated violation of rules and regulations.

**I. SMOKING, DRINKING AND USE OF DRUGS**

Smoking, carrying tobacco, or using tobacco, E cigarettes, or vape including electronic nicotine delivery system in any form on school property is forbidden for students. Students who persist in the use of tobacco on school property will be suspended. This includes chew. Students who are discovered in possession of tobacco, alcohol, E cigarettes or drugs should expect them to be confiscated. Drinking on school premises or drinking of alcoholic beverages then coming to school is forbidden. It is also forbidden to bring or possess alcoholic beverages on school property or at school functions. Students who do not abide by these regulations face possible suspension, expulsion and/or prosecution by the police. Any student using or carrying any substance that is classified as a drug or drug paraphernalia will also be faced with the aforementioned regulations. This includes students observed using tobacco products (nicotine) off campus and then returning to campus. In the event of a long term suspension for smoking, drinking, or use of drugs, a student may have the suspension reduced upon the successful completion of a drug and/or alcohol evaluation and counseling plan. The costs associated with the evaluation and treatment are the responsibility of the parent/guardian. The evaluation and/or plan must be submitted to administration for reviews.

Additionally, the district uses Alco-sensor, alcohol detection devices and drug detection aerosol sprays to detect illegal drugs or contraband on school property or at school related events. The purpose of the District's use of these tools is to eliminate alcohol, illegal drugs and contraband on school property (or school related events), and to maintain a safe school environment. The District may use these tools at any time there is reasonable suspicion indicating a need for the use. The Alco-sensors and breathalyzers which come in many forms may be used by trained administrative staff members on students prior to them entering or exiting a school related event or activity. If positive results are obtained from the Alco-sensors/breathalyzers or drug detection aerosol sprays, the student will be subject to school discipline and the student's parent(s) or guardian(s) will be notified as well as the School Resource Officer or other Law enforcement Officer. Students refusing to submit to testing for contraband will receive the same school discipline as if they had tested positive. Students who are under a doctor's care and are taking medication should notify the principal/assistant principal of his/her situation. The medication is to be checked into the principal's office until such time that it is to be used.

**J. CHEATING**

In the process of education, it is only natural that much learning is accomplished through student inter-action. Many classes and assignments lend themselves to student teaching and learning. However, classroom cheating and situations in which there is outright answer copying of homework assignments cannot be tolerated. Teachers who may observe homework copying taking place anywhere in the building are requested to report it to the teacher of that particular class. The teacher of that class will then decide how the involved students' homework assignment will be graded.

**K. CONDUCT IN AND AROUND BUILDINGS**

Any activity that can be defined as rowdy or a threat to other people's welfare is prohibited on McCook Public Schools campuses.

**EXAMPLES:** Bullying, dating violence, insubordination, excessive noise, running in the halls, throwing any object, fighting or shoving, swearing, vulgarity, snowballing, water guns, rubber bands, paper wads, pea shooters, etc. Students deemed to be interfering with the educational process and/or disrupting the normal function of the school are subject to disciplinary action even if they are in the vicinity of school property or school activity when the disruption occurs. Vicinity shall be defined as within 500 feet.

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others.

Any student guilty of any of the preceding types of misbehavior will be dealt with according to the discretion of the teacher and/or principal depending upon the nature and extent of the infraction. This may involve reprimand, detention, suspension, parental notification, notification to the proper authorities if the situation warrants. Extreme situations may result in the expulsion.

#### **L. CONDUCT AT SCHOOL EVENTS**

Codes of conduct for McCook Public School students are the same at after-school events as they are during the school day. School-sponsored events such as pep rallies, plays, musicals, athletic events, concerts, etc., are a continuation of the classroom and school day, the same rules, regulations and restrictions apply.

School personnel have the responsibility and authority to correct and control student misbehavior anywhere in the school building, on school properties, or at school functions in or out of town. McCook students are the responsibility of McCook Faculty members at all times during school sponsored activities.

#### **M. VIOLENCE, DATING VIOLENCE, THREATS, AND DISRUPTIVE CONDUCT**

Any gang related symbol worn, written, carried, displayed or communicated, will not be tolerated. We also prescribe to the three strikes and you're out philosophy. Physical violence is defined as any inappropriate physical contact with another person. This includes assaults and fights by mutual consent. Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

##### **Penalties for violence may include:**

- 1st offense - 5 days out of school suspension
- 2nd offense - 5 days out of school suspension
- 3rd offense - Recommendation for Expulsion

##### **Penalties for verbal threats may include:**

1st offense - 1 day in school suspension  
2nd offense - 5 days out of school suspension  
3rd offense - Recommendation for Expulsion

**Penalties for all other forms of disruptive conduct may include:**

1st offense - 1 day in school suspension  
2nd offense - 5 days out of school suspension  
3rd offense - additional suspension or recommendation for expulsion

Penalties may vary depending on the severity and frequency of the offenses. The penalties listed above are suggested maximum guidelines.

**N. SCHOOL DANCES --GUIDELINES**

The following guidelines will apply to all school-sponsored dances at the McCook Junior -Senior High School:

1. Only McCook Senior High School students will be admitted to senior high dances. Exceptions are prom, homecoming, and color day.
2. Only McCook Junior High School Students will be admitted to junior high dances.
3. No re-admissions (once in - stay in).
4. Sponsors should consist of at least three adults including school personnel.
5. One adult sponsor should be stationed at the entrance area.
6. Senior High dances shall end no later than 12:00 a.m.
7. Junior High dances shall end no later than 10:30 p.m.
8. The advisor of the sponsoring organization must be in attendance.

**O. DRESS CODE**

Good personal appearance is conducive to a positive learning atmosphere. Dress that is in good taste, clean, is not distracting and is not vulgar or suggestive in appearance or in the written word or illustration, will be acceptable. Students should refrain from wearing spandex shorts, shirts and/or hats with vulgar/sexual/inappropriate illustrations or phrases that promote drugs, gangs, alcohol and/or tobacco. See through shirts and blouses should not be worn by students. Students shall wear shoes at all times. Dirty or disruptive clothing should not be worn at any time. Clothing must cover undergarments. Bare midriffs and steel-toed footwear are prohibited.

1. At McCook Junior High, all students shall be prohibited from wearing hats, caps, bandannas, hoods or other such headgear in the school buildings during regular hours.

(a) Upon entering McCook Junior High School all caps, hats, bandannas, etc., will be deposited in the owners' locker and will remain there until the student leaves.

(b) At McCook Senior High, students may wear appropriate headwear as long as it does not disrupt the learning environment. Headwear will be at the discretion of the teacher, in individual classes.

2. Use of pagers and/or cell phones is prohibited during class periods. Cell phone usage may be allowed at the discretion of the teacher.
3. Saggy pants, unbuckled/unbuttoned bib overalls, or any item of clothing that is deemed gang related is prohibited. Any tattoo or body piercing deemed gang related or potentially disruptive must be covered.
4. Bags may be used to carry books to and from school. They may not be used during school hours. See through or mesh type book bags are recommended to promote safety. Outdoor type coats may be prohibited in classrooms at the discretion of the teacher.

Coaches and other teachers in areas of public and inter-scholastic events, may specify additional requirements for dress and grooming. Principals will have the final authority in determining the appropriateness of student attire.

## **P. AFFIRMATIVE ACTION, ANTI-DISCRIMINATION AND SEXUAL HARASSMENT POLICY**

### 1. Affirmative Action and Anti-Discrimination.

The McCook Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

### 2. Preventing Harassment and Discrimination of Employees and/or Students.

#### A. Purpose:

McCook Public Schools is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, the McCook Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on, for example, a person's race, color, religion, national origin, sex, sexual orientation, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

(1) In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

(2) Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

(3) Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

(a) Sexual harassment exists when:

(i) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(ii) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

(iii) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

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

(4) An employer may be held responsible for continuing harassment of employees or students by non-employees in the workplace, classroom or educational environment, if the problem is reported to a supervisor or manager and no corrective action is taken.

## **B. Procedures**

(1) Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.

(2) If the employee or student's complaint is not resolved to his or her satisfaction within (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of McCook Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of McCook Public Schools, the complaint may be processed to the Board of Education.

(3) The supervisor, teacher or the Superintendent of McCook Public Schools, for complaints which are brought to and reach the Superintendent, will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

## **Q. BULLYING POLICY**

McCook Public Schools defines bullying as: When a person (s) intentionally and repeatedly directs physical, verbal, social, and/or psychological aggression or harassment toward others,

with the goal of gaining power or dominating another individual which interrupts or disrupts the educational environment regardless of where it occurs.

Students who are bullied or witness bullying need to report a complaint of bullying or cyber-bullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student. After the information has been gathered, the building principal shall be notified of the complaint. The building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. This policy reserves the right to discipline students for actions taken off campus if the action adversely affects safety and/or educational environment of students at school.

Students who engage in bullying of any type are subject to administrative discipline. The form of discipline deemed appropriate by the school administrator may include, but is not limited to, loss of privileges, short-term suspension, long-term suspension and/or expulsion. A school administrator may also find it necessary to require the perpetrator to undergo counseling or some other form of bullying prevention training. The school resource or D.A.R.E. officer may also be notified. The parents/guardians of any student who engages in bullying will be notified orally or in writing concerning the bullying incident and the disciplinary action taken.

The consistency, scope and degree of bullying employed by the perpetrator will have bearing on an administrator's disciplinary decision.

## **R. PARENTAL INVOLVEMENT IN SCHOOL**

The McCook Public School District hereby finds and declares: Parental involvement is a key factor in the education of children; parents need to be informed of educational practices affecting their children; and the school district should foster and facilitate, to the extent appropriate, parental information about, and involvement in, the education of their children. Along these lines:

1. Textbooks, tests, and other curriculum materials used in this school district are, and shall be, available for review by parents at school upon request. Since textbooks, tests, and other curriculum materials constantly change, and may be discarded when no longer needed by the school district, parents wishing to review such items must govern their requests accordingly.
2. Parents wishing to attend and monitor courses, assemblies, counseling sessions, and other instructional activities must obtain prior approval of and from the proper teacher, counselor, and administrator, or they will be asked to leave. Parents attending or monitoring courses, assemblies, counseling sessions, and other instructional activities with prior approval who, by their conduct or presence, interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
3. The school district will excuse students from testing, classroom instruction, and other school experiences, upon parental request, only under circumstances required by law. Parental requests must be in writing and submitted to the proper teacher and administrator a reasonable time prior to the testing, classroom instruction, or other school experience, and must be accompanied by written proof, acceptable to the school district, that the action is

required by law. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as part of, the granting of any parent request.

4. Parents and others will be provided access to records of students according to law (e.g., Family Educational Rights & Privacy Act, 20 U.S.C. s123g or s79-4, 157, R.R.S., et seq.).
5. To assure proper measurement of educational progress and achievement, testing shall occur in this district. District staff shall determine appropriate methods of testing and frequency of occurrence.
6. Participation in surveys of students shall occur in this district from time to time when determined appropriate by district staff for educational purposes. Notification to parents will be made prior to a survey being taken. Parents may remove students from such surveys only under circumstances required by law. Parental requests must be in writing and submitted to the proper teacher and administrator a reasonable time prior to the survey, and must be accompanied by written proof, acceptable to the school district, that the action is required by law.

#### **S. CARE OF BUILDING AND EQUIPMENT**

Pride in our building, the grounds and our facilities is the responsibility of each student and faculty member. All trash and debris should be thrown in the trash cans available. Intentional destruction of school property will not be tolerated. Students will be required to pay replacement costs in destruction cases. Possible suspension or expulsion might also be forthcoming.

If you unintentionally break something, report it immediately to the Principal or Assistant Principal. Posting of signs, billboards, or posters without administrative approval is prohibited. Unauthorized postings will be destroyed.

#### **T. ATTENDANCE POLICY**

(Absences, Tardies and Truancy)

This is a mandatory policy. The statement in #3 below meets requirements for a policy describing notification of excessive absenteeism to the county attorney. For notification purposes only, the district will no longer differentiate between excused and unexcused absences.

#### **ABSENCES/MAKE-UP POLICY**

1. Academic work should have priority over all other activities.
2. All students will be limited to twenty (20) absences per year per class except with further restrictions for absence due to truancy or class skipping.
  - a. Absences will not be categorized as excused or unexcused.
    1. When meeting with a health care provider, ask the provider to complete an appointment confirmation summary to submit to the school office.

- b. Assignments missed due to any absence must be made up. A grade of "0" may be given for assignments not handed in within the allotted number of days allowed for make-up. When appropriate, make-up assignments should be completed before the absence.
3. Notification of absences will be given to parents upon the 5th absence per quarter by the teacher or the office staff. After ten (10) absences, a conference between the administration, teachers, parents, SRO, and student may be scheduled. With the 20th day of absence the County attorney and local law enforcement will be notified.
4. Parents are to call the building office any time that their child is absent or intends to be absent. The call should be made prior to 9:00 a.m. the day of the absence and earlier, whenever possible.
5. With the twentieth (20th) absence in any class, the student may be excluded from the class and registered as dropped with no grade given unless extenuating circumstances exist such as:
  - a. The majority of the absences were for sickness or of the nature that the student or parent could not control.
  - b. All make-up work (except in cases of truancy and class-skipping) has been completed to the teacher's satisfaction and handed in.
6. There will be two school days allowed for make-up of the first day of class missed and one additional day for every day missed thereafter, except for truancy, class skipping, or school activities.
  - a. The teacher may assign all make-up work missed at one time and require it due at the end of the make-up period.
  - b. The teacher may assign make-up work due in order of being missed; if the first assignment was missed the first day of absence, the student must have it done within two days after returning to school. The second assignment due on the third day missed must be in on the sixth day after returning.
  - c. In cases of extreme circumstances, administrators may grant additional time for the student to make up work but will not expect the instructor to decrease or alter the make-up work.
  - d. Any assignment due the day of truancy or class skip (that isn't handed in when due) may result in a "zero" grade for that assignment. Any assignment given on the day of the truancy or during the class skip must be handed in on the day due or may result in a "zero."
7. Participation in school activities does not constitute an absence.
  - a. Any student may be asked by the teacher to hand in all work or make up all tests prior to the day missed for a school activity, or any absence planned in advance, or to make up the work missed when the student returns.
8. All work previously assigned that is due the day the student is absent, will be due the day the student returns. This includes tests.
  - a. EXAMPLE: a worksheet is assigned on Tuesday to be due Wednesday; the student who missed Wednesday must have it completed and handed in the day the student returns to school.

9. Absence on a review day prior to a test will allow the student, upon returning to school on test day, not to take the test that day but the test will be taken the following day..

10. The only use of an "incomplete" will be when a student absence comes so late in the nine-week period that his/her make-up would extend into the next nine weeks.

11. In no case, other than extreme illness, will make-up time extend over ten school days past the end of each quarter.

12. With the fourth (4th) truancy and/or class skip, the student may be expelled for the remainder of the semester if the following procedure is not adhered to:

Time missed for truancy or class skip at the Senior High may be made up in detention or at times arranged by the Administration. Failure to show up at a designated make-up session will result in further consequences to be determined by the administrator. Failure to make up time owed will result in out-of-school suspension or expulsion.

1. Each suspension will not exceed five (5) school days.
2. The student and his/her parents are to have a conference with the principal before returning from out-of-school suspension. (The parents can satisfy this requirement by calling the principal.)

Time missed for truancy or class skip at the Junior High will result in noon detention for the first offense, in school suspension for the second offense, out of school suspension for the third offense followed by recommendation for expulsion. Failure to serve detention constitutes truancy. Parents contacting the school or SRO for assistance to have their student to attend school constitutes a truancy until attendance is noted present.

A. Truancy is defined as when the student misses school without the school's permission.

1. Truancy for failure to serve detention at the Junior High.

1st Offense	1 week of noon restriction
2nd Offense	1 week of noon restriction
3rd Offense	1 day of ISS
4th Offense	1 day of ISS
5th Offense	1 day of ISS: No Dances
6th Offense	5 days PASS
7th Offense	5 Days PASS
8th Offense	Suspended from School

B. Class skipping is defined as when a student fails to attend class, but remains in the building or on the school premises.

- C. Parents are to call the school each time their child is absent. In case of suspected truancy, if no call is received within 24 hours, an administrator or other designee will make every reasonable attempt to notify the parent of the absence before declaring the absence a truancy.
- D. Remediation -- Before a student is expelled due to excessive truancy, remediation efforts by the school will be undertaken. These efforts may include but not be limited to such things as:
1. Meetings between the school officials and parents.
  2. Educational counseling of the student.
  3. Educational evaluation, which may include a psychological evaluation of the student.
  4. Complete investigation of circumstances by the school. (LB 1250 Guidelines, passed in 1994)
- E. At the junior high, students who are serving in school suspension are not dismissed until approximately fifteen(15) minutes after the dismissal bell.

## **TARDIES**

### High School Tardy Policy

1. If the student is late ten minutes or less to class they will be counted tardy. On the fourth tardy per class per semester, detention time will be assigned.
2. If a student misses more than ten minutes of class without being excused they will be counted tardy more than 10 minutes and a detention will be assigned.
3. Failure to show up at a designated make-up session may result in an in-school suspension. If students persist in not making up time, they will be given out-of-school suspension, or ultimately, expulsion may be recommended.

### Junior High Tardy Policy

Tardy = late 10 minutes or less to a class.

1. Tardy will not be categorized as excused or unexcused.
2. Tardiness shall be defined as when a student is late to any class without a reasonable explanation. (The teacher will determine "reasonable".) The penalty for such tardies is up to the teacher with notification of an administrator if necessary. Tardies that exceed 5 may be counted as an absence. On the fourth tardy per class per semester, detention time will be assigned. On the sixth, in-school suspension, eighth, PASS, and tenth out of school suspension.
3. First and Sixth period students who are tardy at the Junior High School should report to the office. Do not go to your classroom until you have a permit from the office.
4. Failure to show up at a designated make-up session may result in an in-school suspension. If students persist in not making up time, they will be given out-of-school suspension or ultimately, expulsion may be recommended.

## **U. PERMITS TO LEAVE CLASSES OR BUILDING**

Junior High students will not be excused from the building without the parent/guardian entering the building and personally presenting themselves at the office and signing the sign-out sheet. Students should not leave their assigned class during any period of the school day. Students should be in their assigned class and seat when the tardy bell rings and not leave until the end-of-class bell rings.

If students are out of their assigned area for any reason they must carry a "student pass" with them. This pass must be written out by the teacher releasing the student and must also be signed by the teacher of the area to which the student passed. If leaving school the student must get permission from the office and sign the "sign-out" sheet in the office. Students should always return to the room to which they are assigned before the end of the period.

Students who become ill or are injured during the school day, must go to the office or report to the nurse. If it is decided that they should go home, the office staff will make contact with a parent or appropriate adult to notify them of the problem and a possible need of transportation.

The school does not provide supervision regarding who may or may not pick-up students following dismissal.

#### **V. APPOINTMENTS**

Business, medical, or dental appointments should be scheduled after school or on weekends whenever possible. If an appointment is scheduled during school time, it is necessary for the student to present a note from his parents to the office requesting the student's release. If reasonable, the student will be issued a checkout slip, which must be signed by the teachers of those classes he will miss during the duration of his/her appointment. The checkout slip must be returned to the office before the student leaves the building. The student will also be expected to check out and in at the office. Naturally, emergencies could result in exceptions to the afor-mentioned procedures.

#### **W. STUDENT WITHDRAWAL**

If a student plans to drop out of school or transfer to another school, he/she must report to the principal for a withdrawal slip. He/she then asks teachers to sign this slip to indicate he/she has checked in all books and met all other obligations. The slip is then returned to the principal/assistant principal's office for administrative clearance.

#### **X. STUDENT PARKING**

The proximity of our residential district, as well as safety factors make it imperative that students park only in designated areas.

Students are prohibited from parking in the following areas:

1. Circle drive at the south end of the senior high school (teacher parking and visitor parking).
2. Between the Senior and Junior High School. No driving between the schools from 7:45 a.m. and 3:45 p.m.
3. The area south and west of the Junior high, next to the school and between the weight room and gym.

Seventh (7th) Street "cruising" is prohibited by students driving cars between 7:45 a.m. and 4:00 p.m. One pass on 7th Street to park or go to the parking lot will be permitted. This also applies to the parking lot. When a student enters the parking lot, it can only be for parking. Reckless driving in the parking lot is prohibited and breaking this policy will merit suspension from school. "POWER STALLS" or "BURN OUTS" are prohibited in the parking lot and any place on West 7th Street. Students who violate the parking/driving policies and park or drive in restricted areas may be suspended from school. Student parking at all times around the school needs to be cautious. One of the strongest arguments against "Open Campus" is reckless driving.

Junior high students who drive to school are to notify the junior high office so parking instructions can be given.

#### **Y. BICYCLES/SKATEBOARDS/SCOOTERS**

Bicycles are to be parked in the racks provided. Students are not to ride bikes, use skates, roller blades, skateboards, scooters or other such modes of transportation on school property. All bicycles should be locked. The student riding the bicycle to school is responsible for the safety of the bike. The school is not responsible for any bicycle. Skateboards, skates, and roller blades should be kept in your locker or secured as instructed. Motorized scooters are not allowed on school grounds.

## **EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. McCook Public Schools promotes the principle that its students are scholars first and that participation in activities is contingent upon success in the classroom.

All students who participate in activities must maintain passing grades in all but one class in order to remain eligible for participation or competition. Ineligible students will not be allowed to participate in any activity to include but not limited to; athletic contests, dances, prom, homecoming and color day royalty, non-academic performances, club activities until the eligibility requirement has been met.

Beginning the third week of classes each semester, any student failing two or more classes will be ineligible to represent McCook Senior High School. Grades will be reviewed Friday morning by 10:00 a.m. to determine eligibility. The list of ineligible students will be available to the teachers, as well as the coaches/sponsors by 12:00 p.m. Friday.

The Principal or his/her designee will notify students on the ineligible list no later than Monday. An explanation of what needs done to be removed from the list will be provided. Students will be notified in person if possible; parents will be notified by phone, email, and/or mail.

## **ACADEMIC ELIGIBILITY POLICY**

### **McCook High School**

The first time each semester that a student fails to meet the criteria for eligibility, the student will be given a one-week "grace period" of eligibility to improve their grades to meet the requirement. Thereafter, no "grace period" will apply and the student will be deemed ineligible immediately.

Students who are deemed ineligible will be placed on the ineligible list and barred from participation or competition from Monday to Sunday the following week.

During the ineligible period and "grace period" students will be required to attend Assignment Recovery Sessions after school from 3:30 to 3:55. Students must also meet with the teacher of the failing class so the teacher and student may form a plan for the student to improve his/her grade.

Students are expected to practice and/or meet with their associated extracurricular activity after completing the Assignment Recovery Session.

### **McCook Jr. High School**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. McCook Public Schools promotes the principle that its students are scholars first and that participation in activities is contingent upon success in the classroom.

All students who participate in activities must maintain passing grades in all but one class in order to remain eligible for participation or competition. Ineligible students will not be allowed to participate in any activity to include but not limited to: athletic contests, dances, non-academic performances, club activities until the eligibility requirement has been met. Beginning the third week of classes each quarter, any student failing two or more classes will be ineligible to represent McCook Jr. High School. Grades will be reviewed Friday morning by 10:00 a.m. to determine eligibility. The list of ineligible students will be available to the teachers, as well as the coaches/sponsors, by 12:00 p.m. Friday.

The Principal or his/her designee will notify students on the ineligible list no later than Monday. An explanation of what needs done to be removed from the list will be provided. Students will be notified in person if possible; parents will be notified by phone, email, and/or mail.

The first time each semester that a student fails to meet the criteria for eligibility, the student will be given a one-week "grace period" of eligibility to improve their grades to meet the requirement. Thereafter, no "grace period" will apply and the student will be deemed ineligible immediately.

Students who are deemed ineligible will be placed on the ineligible list and barred from participation or competition from Monday to Sunday the following week.

During the ineligible period and "grace period" students will be required to meet at a time as arranged by the teacher and student. Assignment Recovery will be conducted by the teacher of the failing class so the teacher and student may form a plan for the student to improve his/her grade.

Students are expected to practice and/or meet with their associated extracurricular activity after completing the Assignment Recovery Session.

## **A. ATHLETICS**

McCook Junior/Senior High Schools offer a wide variety of girls and boys athletics. Students are encouraged to participate in one or more of the offerings. The Athletic Department has various rules and regulations that apply to all students participating. These rules and regulations are policy of the McCook School District and are in the athletic handbook that all participants receive.

### **NOTICE REGARDING PARTICIPATION IN EXTRACURRICULAR ACTIVITIES:**

According to the Nebraska School Activities Association, any student who turns nineteen years of age prior to August 1st of each school year is not eligible to participate in extracurricular activities. If a student attains the age of fifteen prior to August 1st of their eighth grade year, that student may participate in high school NSAA sponsored activities as an eighth grader. Contact the school Activities Director for additional information.

To be eligible for varsity competition, a student must be enrolled in at least 4 solid subjects and must have passed 4 subjects the immediate previous semester.

### **Specialized Equipment or Attire for Extracurricular Activities**

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

<u>Activity</u>	<u>Description</u>
Cheerleading	Cheerleading uniform
Dance Team	Dance Team Uniform

Golf	Golf clubs, bag, tees, balls
All Sports	Shoes
Tennis	Tennis racket—tennis uniform
Vocal Music	Performance outfit
Swimming	Swim team uniform

## **B. STUDENT ORGANIZATIONS**

There are many honorary school-sponsored organizations available to students at the McCook Junior/Senior High Schools. Listed below are some of these with the specific area that each deals with. Some of the organizations are open to all students, some to specific students who meet various pre-set standards. If you are interested in any activities, check with the sponsors to get further information.

**JUNIOR HIGH STUDENT ORGANIZATIONS** MAY INCLUDE: Student Council, Science Club, Writing Club, Art Club, FFA, Chess Club and I. Tech Club.

**SENIOR HIGH ORGANIZATIONS** MAY INCLUDE:

1. Student Council -- The purpose of Student Council is to promote general welfare between the faculty and the students and to promote scholarship, good citizenship and sportsmanship among members of the student body. Subcommittees include: school spirit, educational project, leadership project, public relations project, community or school service project, social or recreational project, sportsmanship, and health, safety or drug awareness.
2. Math Club (Mu Alpha Theta) -- For students with aptitude and interest in mathematics.
3. NORE -- For students with aptitude and interest in science.
4. Future Business Leaders of America (FBLA) -- For students interested in business.
5. Robotics-- For students with special interest in robotics.
6. Skills USA -- This club is part of the Trades and Industry program at our school, and part of the occupations class for those students interested in industrial education.
7. Thespians -- An internationally affiliated honorary fraternity for persons accumulating points through participation in drama activities.
8. Drama Club -- Open to students with an interest in drama.
9. Art Club -- Designed for students with special aptitude and interest in art.
10. Cheerleaders -- For leaders of school spirit and support of athletics.
11. Future Farmers of America (FFA) -- For those students who are interested in Agriculture and Ag-related areas.
12. Dance Team -- Performance dance group.
13. Quill and Scroll -- Honorary journalism club.
14. National Honor Society

The activity program of the McCook Public Schools is a vital part of the educational process. It's primary purpose is to help students grow and mature into respected members of society. As a participant, you are and will continue to be an important part of life in America and those ideals you aspire to will become a part of your value system and will remain with you throughout your life. These ideals will be transmitted to those who watch you perform and will be reflected in a constructive way in the lives of others.

## **ACTIVITY GOALS AND OBJECTIVES**

The activity programs of the McCook Public Schools are designed to provide wholesome opportunities for those students who desire interscholastic competition.

It is our desire to instill in each participant the image of a true BISON participant. He or she will:

1. Consider all opponents as guests at McCook Public Schools and treat them with all the courtesy due friends and guests.
2. Accept the decisions of the officials without question.
3. Never use abusive or irritating remarks from the sideline.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the game.
6. Love the competition for its own sake, not for what winning may bring through publicity.
7. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches and fans.
8. Win without boasting, and lose without excuses.
9. Do all within his/her power to make the entire activity program something of which we will always be proud.

Any student is welcome to try out for any of the interscholastic teams available to them, providing they meet the requirements established by the Nebraska School Activities Association and the school, and he/she agrees to adhere to the guidelines established in this handbook.

The guidelines established herein for the activity programs of McCook Public Schools were established by the cooperative efforts of the students, the coaching staff, the administration, and the Board of Education. All students engaged in activities, such as: Interscholastic activities, including but not limited to journalism, speech, band, choir, orchestra, Thespians, FFA, FBLA, and athletics. Elected to a position of responsibility, including but not limited to, class officer and student council; Representing the school including but not limited to drama, band, dance team, and cheerleader; Honor positions, including but not limited to Homecoming, Color Day and Prom will be governed by the following guidelines. These guidelines apply to students beginning the first day of fall practice as established by the Nebraska School Activities Association (NSAA) and will end on the last official day of school in a given year as established by the McCook Board of Education, unless the activity extends beyond the last official day of school.

## **RESPONSIBILITIES OF PARTICIPANTS**

It will not be easy to contribute to such a great tradition. To compete for your school may mean that you will have to say "no". When you wear the colors of your school, we assume that you not only understand our traditions, but are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment for you and your family.

### **Responsibilities To Yourself**

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your school experiences.

Your studies, your participation in other extra-curricular activities as well as in sports, prepare you for your life as an adult.

### **Responsibilities To Your School**

Another responsibility you assume as a team member is to your school. McCook cannot maintain its position as having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in interscholastic competitions to the maximum of your ability, you are contributing to the reputation of your school. You assume a leadership role when you are a Bison. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make McCook proud of you, and your community proud, and your community proud of your school, by your faithful exemplification of these ideals.

### **Responsibilities To Others**

As a team member, you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day, and that you have played the game "all out", you can enhance your self-respect and your family can be justly proud of you.

The younger students in the McCook Schools are watching you! They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

## **RULES AND REGULATIONS**

A. Each student is expected to make positive contributions to the team of which he/she is a member. These contributions should be in the areas of training, cooperation, competition, and the maintenance of a positive attitude toward the activity, other participant, and the sponsor/coaching staff. It is essential for the betterment of the program that insubordination and lack of cooperation be dealt with by the sponsor/coach-in-charge. Dismissal could result if conferences with the team member do not produce positive results.

B. The possession of smoking or chewing tobacco will not be tolerated. Discipline procedure: **1st offense**: Should a team member be observed in possession of smoking or chewing tobacco by a member of the coaching staff of McCook Public Schools or is observed in possession of smoking or chewing tobacco on school property or at a school activity by a member of the school staff, the team member will be held from the next contest in which the team member is scheduled to participate.

**2nd offense:** Should a team member be observed in possession of smoking or chewing tobacco by a member of the coaching staff of McCook Public Schools or is observed in possession of smoking or chewing tobacco on school property or at a school activity by a member of the school staff for a second time during a season, the team member will be dismissed from the squad for the remainder of the season. The student shall be advised of his right to appear before a meeting of the Violation Board for purposes of presenting mitigating facts in support of a denial as explained in the hearing procedure which is covered later in these guidelines.

C. NO ALCOHOL OR DRUGS--A team member may be dismissed from the activity if it is determined that he/she was in possession of or using alcoholic beverages or drugs. Discipline Procedure:

**1st offense:** A team member whose conduct constitutes a violation of the above rule may be denied participation in any contest for McCook Public Schools for up to three (3) weeks of competition. The team member shall continue to practice with the team during that period. This is only a general guideline. If it is the opinion of the Violations Board and the Principal involved that a first offense is of a flagrant nature, dismissal from the team for the remainder of the sport season may result.

**2nd offense:** Should a team member be in violation of the above rule for a second time during the season, the team member will be dismissed from the team for the remainder of that season.

**ADDITIONAL OFFENSES:** Any additional violation of the above rule in a subsequent sport season during the current school term may be disciplined as if it were a second offense. The enforcement of this policy will begin with the official starting day of the fall sport season established by the Nebraska School Activities Association and will end on the last official day of school in a given year as established by the McCook Board of Education, unless the activity extends beyond the last official day of school.

Any exclusion or dismissal investigation will begin when the Activities Director determines that a violation has occurred, regardless of the amount of time elapsed between the violation and actual discovery. If a sponsor/coach or activities director makes a decision to discipline a student because of the violation of the above-listed training rules, or makes a determination that there may be cause to discipline a student, the following procedures shall be followed:

1. The student shall be notified by the Activities Director or Coach/Sponsor or a designee of the Activities Director or Coach. The student shall be advised of the facts upon which the complaint is based and given an opportunity to deny or explain the matter. The student shall be advised of his right to appear before a meeting of the Violations Board for purposes of presenting mitigating facts in support of a denial.

2. The Activities Director, the coach/sponsor of the athlete involved, and one other coach/sponsor appointed by the Activities Director (total of 3) or a designee of any one or more shall constitute the Violation Board. If the violation involves a junior high student, the Violation Board will consist of junior high personnel in addition to the Activities Director; if the violation involves a senior high student, the Violation Board will consist of senior high personnel in addition to the Activities Director.

The Activities Director will assume the chairmanship of the Violation Board. His duties as chairperson will include the setting of the date, time and place of the hearing and designating all personnel to serve on the Violation Board.

3. The Violation Board shall meet within two days after the student has been notified. The student and a parent or guardian shall be advised by telephone, in person, or in writing of the time, place and purpose of the hearing. The hearing may be postponed for a reasonable time not to exceed two additional school days at the request of the student. The hearing shall be informal. The student may present witnesses in his/her behalf. The Violation Board shall have the right to deliberate and reach its decision in closed meeting and shall have the right to limit the number and testimony of witnesses as necessary to preclude unreasonable repetitive or irrelevant testimony.

4. If the decision of the Violation Board is that no violation occurred the head coach/sponsor has the responsibility to tell the student of the determination.

5. If the decision of the Violation Board is that a violation occurred which calls for the possible long-term suspension or exclusion from the sport, the Activities Director shall inform the Principal involved (junior or senior high school) of the Violation Board's findings and recommendation. The Principal will then determine the discipline to be administered and promptly visit with the student and a parent or guardian to state the decision and explain the discipline.

6. The student shall have the right to appeal the decision of the Violation Board and discipline of the Principal to the Superintendent of Schools, who shall appoint a hearing officer in compliance with the law. If the situation is not resolved to the student's satisfaction, the student shall have the right of further appeal to the Board of Education by presenting a written request for a hearing, the Secretary of the School Board. The appeal hearing will be conducted not later than the next regular meeting of the Board after receipt of the request. Such a request for appeal shall not delay the effective time of the suspension or expulsion.

7. Should a question arise regarding a rule of regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA Yearbook which can be obtained from the Superintendent, Senior High Principal, Junior High Principal or Activities Director of the McCook Public Schools.

8. These rules and procedures shall, in no way, restrict the Principal from carrying out appropriate disciplinary responsibilities involving students under the Principal's jurisdiction whether those students be athletes or not.

## **DUE PROCESS**

Due Process Procedures shall govern all alleged violations of rules and regulations of the McCook Public Schools and the Constitution, By-Laws, or Approved Ruling of the Nebraska School Activities Association. The McCook Public Schools' Due Process Procedures are available in the offices of the Superintendent and the Activities Director. The Nebraska School Activities Association Due Process Procedures are available in the Activity Director's office.

## **ATHLETIC DEPARTMENT POLICIES**

### **A. Dropping or transferring of Sports**

If a student is participating in one sport during a sports season and decides to quit that sport and participate in another sport during the same season (fall, winter or spring), the Nebraska School Activities Association rules restrict that student from practice or competing for seven school days. The McCook Public School's policy states that the practice of changing sports during the course of a season will be discouraged unless the athlete has the permission of both head coaches involved.

If an athlete is cut from a squad by the coaching staff, that student may then participate in another sport that season, within the guidelines of the Nebraska School Activities Association.

If an athlete is dropped from a squad for disciplinary reasons, they may not practice using school equipment or facilities until the sport from which he/she was dropped is completed.

### **B. Starting, Dismissal, and Length of Practices**

All starting times will be designated by the individual coaches. The Activities Director and coach will determine starting times for activities which must share facilities with other activities. All participants are expected to be ready to practice at the designated starting time. Under normal conditions, all participants will be required to report to practice, dressed, no later than fifteen minutes from the time of school dismissal.

In order that students and their parents may plan accordingly, and for the welfare of the student, the following is the Maximum time length for practices:

1. Senior High - 2 1/2 hours
2. Junior High - 2 hours

### **C. Missing Practice**

A participant should always consult his/her coach before missing practice. Missing practice or a contest without good reason will be dealt with severely. Sudden illness or some other emergency would be an acceptable reason for missing practice or a contest.

### **D. Attendance and Activities**

Students who are participating in an activities program are not allowed to practice, perform, or compete on the same day they are absent from school for five periods or more or who arrive after lunch period. In addition, should the students participation be scheduled for Saturday, and the student is absent unexcused on Friday, he/she may not participate. Extenuating circumstances must be approved by the administration.

Students participating in school sponsored activities during the school week are expected to report to school on time the following day. Students tardy or absent may forfeit the opportunity to participate in the next contest/game. The high school administration has the sole authority to excuse a student on the day following the competition/activity.

### **E. Equipment**

All equipment will be checked out to the student at the beginning of the season by the sponsor in charge. It is the responsibility of the student to check in the equipment at the end of the season, or immediately should he/she quit the activity. If a student fails to check in his/her equipment at the designated time they will be expected to pay for the cost of replacement.

At no time should a student wear school equipment for personal use. No student will be allowed to check out for another sport until the equipment he/she has checked out is either paid for or returned. Locks will be provided for all sports. Only school locks are to be used in varsity locker rooms. Each athlete is responsible for providing his/her own towel.

#### **F. Team Travel**

McCook activities teams and staff members travel to and from events by school vehicles. Travel by private car is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. All members of a team will return from a contest by the same mode of transportation provided for taking them to the contest. EXCEPTION: The student's parents must present a permission slip to the head coach involved, be present at the event, and personally sign the student out of the event.

#### **G. College Recruitment Policy**

In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the activities department. Inform your coach of such a contact as soon as possible. College recruitment information is available in the Activities Office.

#### **H. Conflicts in Extra-Curricular Activities**

An individual student who attempts to participate in several extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations.

The activities department recognizes that each student should have the opportunity to a broad range of experiences in the area of extracurricular activities; and to this end will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about becoming a member of too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise. When conflicts do arise, the sponsors will get together and work out a solution so the student does not feel in the middle. If a solution cannot be found, the principal will have to make the decision based on the following:

1. The relative importance of each event.
2. The importance of each event to the student.
3. The relative contribution the student can make.
4. How long each event has been scheduled.
5. Talk with parents.

Once the decision has been made and the student has followed that decision, he will not be penalized in any way by the faculty sponsor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he should withdraw from that activity.

#### **PHYSICAL EXAMINATION**

1. Each year a complete physical examination is required of each student before he/she may participate in any phase of the interscholastic athletic programs at MPS.
2. Each student shall have on file with the Athletic Director:
  - a. Physical examination release card along with a

b. Parental permit signed by parent(s) and/or guardian granting permission to participate in the interscholastic program at MPS.

### **GUARD YOUR ELIGIBILITY**

**In order to represent a high school in interscholastic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.**

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh school day of the current year.
4. Student is ineligible if nineteen years of age before August 1 of current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins **August 10, 2020**, and ends with the state meets in the fall sports. The winter sports season begins **November 16, 2020**, and ends with the state meets in the winter sports. The spring sports season begins **March 1, 2021**, and ends with the state meet in the spring sports.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days.
12. When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days except:

(a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

(b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.

(c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.

13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

## **MCCOOK PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE AGREEMENT**

The use of technology and the Internet at school is a privilege, not a right. In addition, 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. Technology privileges may temporarily be revoked at any time for inappropriate behavior, conduct or vandalism. Repeated misuse may result in permanent loss of technology privileges. All users are expected to abide by the generally accepted rules of school policy and network etiquette. These include but are not limited to the following:

### **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.
6. Students are expected to maintain high integrity when using the Internet, applications, devices and other technology tools provided by the school district.

### **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 electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers without the direct permission of the building administrator and/or their designee.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.
15. Students should not link their Google accounts for school to any other accounts and applications other than those required for school.
16. Students should not transmit language/material that is profane, sexual, obscene, abusive or offensive to others through school accounts such as Google and Canvas.

### **C. Care of Equipment**

1. Classroom or Lab devices, including but not limited to iPads, Computer Towers, Keyboards,

Mice, and Chromebooks, should be handled gently and with care. Students will follow established classroom/building procedures for checking out and checking in equipment used at school.

2. Accidental damages shall be reported immediately to supervising teachers or the main office of the building.

3. Students will be held financially responsible for damage to school devices up to the cost of replacement when negligence or intentional harm has been determined.

**Electronic mail, network usage, and all files stored on a school-issued device is not to be considered confidential and may be monitored at anytime by designated McCook Public Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.**

[By signing the signature page, I agree to the terms and conditions of this Appropriate Use Agreement.](#)

### **Dear Parents:**

The handbook has been especially written for the student of the McCook Public School because we feel development of good citizenship is an important part of a child's education.

The school district is required by State Law to notify all students and the parents/guardians of the rules and responsibilities students must abide by while attending school. The Federal Government also requires several notices to be given annually. The handbook fulfills this obligation.

Please read the handbook with your child. If you have any questions, please contact the principal of your child's school. After reading the handbook, please sign the line below for the parent and have your child sign the line for student. Please send the page back to school with your child.

All the items that are covered in this book will be considered known by all students and parents/guardian. The excuse "I didn't know" will not be acceptable if it concerns an item covered in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not

create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Internet access is a privilege, not a right. Student and parent/guardian signatures are required for access. Signatures here will also serve to release the McCook Public Schools from any and all claims of any nature arising from student use of the computer network system.

[See Printable Signature Page](#)