

MINUTES  
BOARD OF EDUCATION

June 8, 2020

7:30 PM

President Dave Zimmerman called the meeting to order at 7:30 PM with the following members in attendance:

I. Call Meeting to Order

A. Roll Call

B. Notice of Nebraska Open Meetings Act Posted

C. Motion to excuse Betsy Frerichs from the June board meeting.

Motion to excuse Betsy Frerichs from the June board meeting. This motion, made by Angela Meyer and seconded by Jim Zvolanek, passed.

Betsy Frerichs: Absent, Angela Meyer: yes, Carol Pralle: yes, Emily Shockley: yes, David Zimmerman: yes, Jim Zvolanek: yes

yes: 5, no: 0, Absent: 1

II. Approval of Minutes from the May 11, 2020, Regular Board Meeting

Motion to approve minutes from the May 11, 2020, Regular Board Meeting. This motion, made by Angela Meyer and seconded by Jim Zvolanek, passed.

Betsy Frerichs: Absent, Angela Meyer: yes, Carol Pralle: yes, Emily Shockley: yes, David Zimmerman: yes, Jim Zvolanek: yes

yes: 5, no: 0, Absent: 1

III. Communications, Audiences, and Recognitions

A. Public comments will not be received after this period of time. Public comment period is limited to 5 minutes per person and a total of 30 minutes overall.

IV. Financial Statement: Item for Discussion, Consideration, and/or Action

A. Approval of Bills

1. General Fund, Special Building Fund, Depreciation Fund, and Qualified Capital Purpose Undertaking Fund Claims

Motion to approve the general fund, special building fund, depreciation fund, and qualified capitol purpose undertaking fund claims. This motion, made by Carol Pralle and seconded by Angela Meyer, passed.

Betsy Frerichs: Absent, Angela Meyer: yes, Carol Pralle: yes, Emily Shockley: yes, David Zimmerman: yes, Jim Zvolanek: yes

yes: 5, no: 0, Absent: 1

2. Lunch & Activity Claims

V. Support Service

A. Facility Update

B. Personnel Items

C. Technology Update

VI. Administrative and Committee Reports

A. Student Board Member Report

B. Elementary Principal's Report

C. Secondary Principal's Report

D. Superintendent's Report

VII. Items for Discussion, Consideration, and/or Action

A. Set Breakfast, Lunch, & Milk Prices for the 2020-2021 School Year

Motion to raise the breakfast, lunch, & milk prices by \$0.05 for the 2020-2021 school year. This motion, made by Emily Shockley and seconded by Jim Zvolanek, passed.

Betsy Frerichs: Absent, Angela Meyer: yes, Carol Pralle: yes, Emily Shockley: yes, David Zimmerman: yes, Jim Zvolanek: yes

yes: 5, no: 0, Absent: 1

B. Approval of Milk Bids for the 2020-2021 School Year

Motion to approve the escalating and de-escalating milk bids from Hiland for the 2020-2021 school year. This motion, made by Carol Pralle and seconded by Angela Meyer, passed.

Betsy Frerichs: Absent, Angela Meyer: yes, Carol Pralle: yes, Emily Shockley: yes, David Zimmerman: yes, Jim Zvolanek: yes

yes: 5, no: 0, Absent: 1

C. Approval of Policy 5045: Student Fees

Motion to approve Policy 5045: Student Fees. This motion, made by Angela Meyer and seconded by Jim Zvolanek, passed.

Betsy Frerichs: Absent, Angela Meyer: yes, Carol Pralle: yes, Emily Shockley: yes, David Zimmerman: yes, Jim Zvolanek: yes

yes: 5, no: 0, Absent: 1

D. Approval of Policy 5018 & 5057: Parent and Guardian Involvement in Education Practices & District Title I Parent and Family Engagement Policy

Motion to approve Policy 5018 & 5057: Parent and Guardian Involvement in Education Practices & District Title I Parent and Family Engagement Policy. This motion, made by Emily Shockley and seconded by Carol Pralle, passed.

Betsy Frerichs: Absent, Angela Meyer: yes, Carol Pralle: yes, Emily Shockley: yes, David Zimmerman: yes, Jim Zvolanek: yes

yes: 5, no: 0, Absent: 1

E. 2020 Annual Board Policy Updates

Motion to approve the updated forms and policies: 2002, 3039, 3056, 4003, 4062, 5016, 5035, 5054, 6020, 6021, 6033. This motion, made by Carol Pralle and seconded by Emily Shockley, passed.

Betsy Frerichs: Absent, Angela Meyer: yes, Carol Pralle: yes, Emily Shockley: yes, David Zimmerman: yes, Jim Zvolanek: yes

yes: 5, no: 0, Absent: 1

F. Policy Review - Policy 5001: Compulsory Attendance and Excess Absenteeism & Policy 5054: Student Bullying

G. Contingency Calendars for the 2020-2021 School Year

Motion to approve the contingency calendars for the 2020-2021 school year. This motion, made by Emily Shockley and seconded by Jim Zvolanek, passed.

Betsy Frerichs: Absent, Angela Meyer: yes, Carol Pralle: yes, Emily Shockley: yes, David Zimmerman: yes, Jim Zvolanek: yes

yes: 5, no: 0, Absent: 1

H. Option Enrollment Applications

VIII. Adjournment

Motion to adjourn the meeting at 8:54p.m. This motion, made by Carol Pralle and seconded by Angela Meyer, passed.

Betsy Frerichs: Absent, Angela Meyer: yes, Carol Pralle: yes, Emily Shockley: yes, David Zimmerman: yes, Jim Zvolanek: yes

yes: 5, no: 0, Absent: 1

BY

President of the Board of Education

Of this School District

ATTEST

Secretary of the Board of Education

of this School District

**Notice of Regular Board Meeting**  
**June 8, 2020, at 7:30 p.m.**  
**Southern School District #1**

Notice is hereby given of a meeting of the Board of Education, Southern School District #1 on June 8, 2020, at 7:30 p.m. at Southern Jr./Sr. High School Gym in Wymore. A current agenda is also available at the office of the Superintendent.

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I hereby certify that the above notice was posted in three public places as follows:

Southern Elementary School  
Southern Jr./Sr. High School  
U.S. Post Office in Wymore

- I. Call Meeting to Order
  - A. Roll Call
  - B. Notice of Nebraska Open Meetings Act Posted
- II. Approval of Minutes from the May 11, 2020, Regular Board Meeting
- III. Communications, Audiences, and Recognitions
  - A. Public comments will not be received after this period of time. Public comment period is limited to 5 minutes per person and a total of 30 minutes overall.
- IV. Financial Statement: Item for Discussion, Consideration, and/or Action
  - A. Approval of Bills
  - B. General Fund, Special Building Fund, Depreciation Fund, and Qualified Capital Purpose Undertaking Fund Claims
  - C. Lunch and Activity Claims
- V. Support Service
  - A. Facility Update
  - B. Personnel Items
  - C. Technology Update
- VI. Administrative and Committee Reports
  - A. Student Board Member Report
  - B. Elementary Principal's Report
  - C. Secondary Principal's Report
  - D. Superintendent's Report
- VII. Items for Discussion, Consideration, and/or Action
  - A. Set Breakfast, Lunch, & Milk Prices for the 2020-2021 School Year
  - B. Approval of Milk Bids for the 2020-2021 School Year
  - C. Approval of Policy 5045: Student Fees
  - D. Approval of Policy 5018 & 5057: Parent and Guardian Involvement In Education Practices & District Title I Parent and Family Engagement Policy
  - E. 2020 Annual Board Policy Updates
  - F. Policy Review – Policy 5001: Compulsory Attendance and Excessive Absenteeism & Policy 5054: Student Bullying
  - G. Contingency Calendars for the 2020-2021 School Year
  - H. Option Enrollment Applications
- VIII. Adjournment

The next Regular Board meeting is scheduled for 7:30 p.m., July 13, 2020, at Southern Jr./Sr. High School Gym in Wymore. The Board of Education will usually adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to amend the agenda as deemed necessary.

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**NEBRASKA OPEN MEETINGS ACT**

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**84-1407. Act, how cited.**

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

**Source:** Laws 2004, LB 821, § 34.

**84-1408. Declaration of intent; meetings open to public.**

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

**Source:** Laws 1975, LB 325, § 1; Laws 1996, LB 900, § 1071; Laws 2004, LB 821, § 35.

**Annotations**

- Nebraska's public meetings laws do not apply to school board deliberations pertaining solely to disputed adjudicative facts. *McQuinn v. Douglas Cty. Sch. Dist. No. 66*, 259 Neb. 720, 612 N.W.2d 198 (2000).
- The primary purpose of the public meetings law is to ensure that public policy is formulated at open meetings. *Marks v. Judicial Nominating Comm.*, 236 Neb. 429, 461 N.W.2d 551 (1990).
- The public meetings law is broadly interpreted and liberally construed to obtain the objective of openness in favor of the public, and provisions permitting closed sessions must be narrowly and strictly construed. *Grein v. Board of Education of Fremont*, 216 Neb. 158, 343 N.W.2d 718 (1984).
- A county board of equalization is a public body whose meetings shall be open to the public. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

**84-1409. Terms, defined.**

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or

advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Videoconferencing means conducting a meeting involving participants at two or more locations through the use of audio-video equipment which allows participants at each location to hear and see each meeting participant at each other location, including public input. Interaction between meeting participants shall be possible at all meeting locations.

**Source:** Laws 1975, LB 325, § 2; Laws 1983, LB 43, § 1; Laws 1989, LB 429, § 42; Laws 1989, LB 311, § 14; Laws 1992, LB 1019, § 124; Laws 1993, LB 635, § 1; Laws 1996, LB 1044, § 978; Laws 1997, LB 798, § 37; Laws 2004, LB 821, § 36; Laws 2007, LB296, § 810; Laws 2011, LB366, § 2.

#### **Annotations**

- A township is a political subdivision, and as such, a township board is subject to the provisions of the public meetings laws. *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).
- A county agricultural society is a public body to which the provisions of the Nebraska public meetings law are applicable. *Nixon v. Madison Co. Ag. Soc'y*, 217 Neb. 37, 348 N.W.2d 119 (1984).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. *State ex rel. Schuler v. Dunbar*, 208 Neb. 69, 302 N.W.2d 674 (1981).

- As an administrative agency of the county, a county board of equalization is a public body. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- The electors of a township at their annual meeting are a public body under the Open Meetings Act. *State ex rel. Newman v. Columbus Township Bd.*, 15 Neb. App. 656, 735 N.W.2d 399 (2007).
- The meeting at issue in this case was a "meeting" within the parameters of subsection (2) of this section because it involved the discussion of public business, the formation of tentative policy, or the taking of any action of the public power district. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).
- Informational sessions in which the governmental body hears reports are briefings. *Johnson v. Nebraska Environmental Control Council*, 2 Neb. App. 263, 509 N.W.2d 21 (1993).

**84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

- (a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;
- (b) Discussion regarding deployment of security personnel or devices;
- (c) Investigative proceedings regarding allegations of criminal misconduct;
- (d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;
- (e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or
- (f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

**Source:** Laws 1975, LB 325, § 3; Laws 1983, LB 43, § 2; Laws 1985, LB 117, § 1; Laws 1992, LB 1019, § 125; Laws 1994, LB 621, § 1; Laws 1996, LB 900, § 1072; Laws 2004, LB 821, § 37; Laws 2004, LB 1179, § 1; Laws 2006, LB 898, § 1; Laws 2011, LB390, § 29; Laws 2012, LB995, § 17.

**Annotations**

- There is no absolute discovery privilege for communications that occur during a closed session. *State ex rel. Upper Republican NRD v. District Judges*, 273 Neb. 148, 728 N.W.2d 275 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. *Wasikowski v. Nebraska Quality Jobs Bd.*, 264 Neb. 403, 648 N.W.2d 756 (2002).
- The public interest mentioned in this section is that shared by citizens in general and by the community at large concerning pecuniary or legal rights and liabilities. *Grein v. Board of Education*, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Hearing in closed executive session was contrary to this section since there was no showing of necessity or reason under subdivision (1)(a), (b), or (c), but did not result in reversal of board decision. *Simonds v. Board of Examiners*, 213 Neb. 259, 329 N.W.2d 92 (1983).
- Negotiations for the purchase of land need not be conducted at an open meeting but the deliberations of a city council as to whether an offer to purchase real estate should be made should take place in an open meeting. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Public meeting law was not violated where the Board of Regents of the University of Nebraska voted to hold a closed session to consider the university president's resignation, and also discussed the appointment of an interim president during such session. *Meyer v. Board of Regents*, 1 Neb. App. 893, 510 N.W.2d 450 (1993).

**84-1411. Meetings of public body; notice; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.**

(1) Each public body shall give reasonable advance publicized notice of the time and place of each meeting by a method designated by each public body and recorded in its minutes. Such notice shall be transmitted to all members of the public body and to the public. Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (a) twenty-four hours before the scheduled commencement of the meeting or (b) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2) A meeting of a state agency, state board, state commission, state council, or state committee, of an advisory committee of any such state entity, of an organization created under the Interlocal

Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a public power district having a chartered territory of more than one county in this state, of the governing body of a public power and irrigation district having a chartered territory of more than one county in this state, of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, or of a community college board of governors may be held by means of videoconferencing or, in the case of the Judicial Resources Commission in those cases specified in section 24-1204, by telephone conference, if:

- (a) Reasonable advance publicized notice is given;
- (b) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio or visual recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if videoconferencing or telephone conferencing was not used;
- (c) At least one copy of all documents being considered is available to the public at each site of the videoconference or telephone conference;
- (d) At least one member of the state entity, advisory committee, board, council, or governing body is present at each site of the videoconference or telephone conference, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site; and
- (e)(i) Except as provided in subdivision (2)(e)(ii) of this section, no more than one-half of the state entity's, advisory committee's, board's, council's, or governing body's meetings in a calendar year are held by videoconference or telephone conference; or
- (ii) In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, such organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conferencing.

Videoconferencing, telephone conferencing, or conferencing by other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(3) A meeting of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of an entity formed under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, of a community college board of governors, of the governing body of a public power district, of the governing body of a public

power and irrigation district, or of the Nebraska Brand Committee may be held by telephone conference call if:

(a) The territory represented by the educational service unit, member educational service units, community college board of governors, public power district, public power and irrigation district, Nebraska Brand Committee, or member public agencies of the entity or pool covers more than one county;

(b) Reasonable advance publicized notice is given which identifies each telephone conference location at which there will be present: (i) A member of the educational service unit board, council, community college board of governors, governing body of a public power district, governing body of a public power and irrigation district, Nebraska Brand Committee, or entity's or pool's governing body; or (ii) A nonvoting designee designated under subdivision (3)(f) of this section;

(c) All telephone conference meeting sites identified in the notice are located within public buildings used by members of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or entity or pool or at a place which will accommodate the anticipated audience;

(d) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if a telephone conference call was not used;

(e) At least one copy of all documents being considered is available to the public at each site of the telephone conference call;

(f) At least one member of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or governing body of the entity or pool is present at each site of the telephone conference call identified in the public notice, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site;

(g) The telephone conference call lasts no more than five hours; and

(h) No more than one-half of the board's, council's, governing body's, committee's, entity's, or pool's meetings in a calendar year are held by telephone conference call, except that:

(i) The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by

telephone conference call if the governing body's quarterly meetings are not held by telephone conference call or videoconferencing; and

(ii) An organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act may hold more than one-half of its meetings by telephone conference call if the organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conference call.

Nothing in this subsection shall prevent the participation of consultants, members of the press, and other nonmembers of the governing body at sites not identified in the public notice. Telephone conference calls, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness other than a member of the public body to appear before the public body by means of video or telecommunications equipment.

**Source:**Laws 1975, LB 325, § 4; Laws 1983, LB 43, § 3; Laws 1987, LB 663, § 25; Laws 1993, LB 635, § 2; Laws 1996, LB 469, § 6; Laws 1996, LB 1161, § 1; Laws 1999, LB 47, § 2; Laws 1999, LB 87, § 100; Laws 1999, LB 461, § 1; Laws 2000, LB 968, § 85; Laws 2004, LB 821, § 38; Laws 2004, LB 1179, § 2; Laws 2006, LB 898, § 2; Laws 2007, LB199, § 9; Laws 2009, LB361, § 2; Laws 2012, LB735, § 1; Laws 2013, LB510, § 1; Laws 2017, LB318, § 1; Laws 2019, LB212, § 5.

**Effective Date: September 1, 2019**

#### **Cross References**

- **Intergovernmental Risk Management Act**, see section 44-4301.
- **Interlocal Cooperation Act**, see section 13-801.
- **Joint Public Agency Act**, see section 13-2501.
- **Municipal Cooperative Financing Act**, see section 18-2401.

#### **Annotations**

- Under subsection (1) of this section, the Legislature has imposed only two conditions on the public body's notification method of a public meeting: (1) It must give reasonable advance publicized notice of the time and place of each meeting and (2) it must be recorded in the public body's minutes. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- An emergency is "(a)ny event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition." *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).
- An agenda which gives reasonable notice of the matters to be considered at a meeting of a city council complies with the requirements of this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- When notice is required, a notice of a special meeting of a city council posted in three public places at 10:00 p.m. on the day preceding the meeting is not reasonable advance publicized notice of a meeting as is required by this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Teacher waived right to object to lack of public notice in board of education employment hearing by voluntary participation in the hearing without objection. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).
- A county board of commissioners and a county board of equalization are not required to give separate notices when the notice states only the time and place that the boards meet and directs a citizen to where the agendas for each board can be found. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- A county board of equalization is a public body which is required to give advanced publicized notice of its meetings. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Notice of recessed and reconvened meetings must be given in the same fashion as the original meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- True notice of a meeting is not given by burying such in the minutes of a prior board proceeding. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- An agenda notice which merely stated "work order reports" was an inadequate notice under this section because it did not give interested persons knowledge that plans for a 345 kv transmission line through the district was going to be discussed and voted upon at the meeting. Inadequate agenda notice under this section meant there was a substantial violation of the public meeting laws; however, later actions by the board of directors cured the defects in notice, and such actions were in substantial compliance with the statute. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).

**84-1412. Meetings of public body; rights of public; public body; powers and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body may require any member of the public desiring to address the body to identify himself or herself.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making a telephone conference call available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act;

(f) Reasonable arrangements are made to provide viewing at other instate locations for a videoconference meeting if requested fourteen days in advance and if economically and reasonably available in the area; and

(g) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) The public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

(8) Public bodies shall make available at the meeting or the instate location for a telephone conference call or videoconference, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**Source:** Laws 1975, LB 325, § 5; Laws 1983, LB 43, § 4; Laws 1985, LB 117, § 2; Laws 1987, LB 324, § 5; Laws 1996, LB 900, § 1073; Laws 2001, LB 250, § 2; Laws 2004, LB 821, § 39; Laws 2006, LB 898, § 3; Laws 2008, LB962, § 1.

**Annotations**

- To preserve an objection that a public body failed to make documents available at a public meeting as required by subsection (8) of this section, a person who attends a public meeting must not only object to the violation, but must make that objection to the public body or to a member of the public body. *Stoetzel & Sons v. City of Hastings*, 265 Neb. 637, 658 N.W.2d 636 (2003).

**84-1413. Meetings; minutes; roll call vote; secret ballot; when.**

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

**Source:** Laws 1975, LB 325, § 6; Laws 1978, LB 609, § 3; Laws 1979, LB 86, § 9; Laws 1987, LB 663, § 26; Laws 2005, LB 501, § 1; Laws 2009, LB361, § 3; Laws 2015, LB365, § 2; Laws 2016, LB876, § 1.

#### **Annotations**

- If a person present at a meeting observes and fails to object to an alleged public meetings laws violation in the form of a failure to conduct rollcall votes before taking actions on questions or motions pending, that person waives his or her right to object at a later date. *Hauser v. Nebraska Police Stds. Adv. Council*, 264 Neb. 944, 653 N.W.2d 240 (2002).
- Subsection (2) of this section does not require the record to state that the vote was by roll call, but requires only that the record show if and how each member voted. Neither does the statute set a time limit for recording the results of a vote, after which no corrections of the record can be made. If no intervening rights of third persons have arisen, a board of county commissioners has power to correct the record of the proceedings had at a previous meeting so as to make them speak the truth, particularly where the correction supplies some omitted fact or action and is done not to contradict or change the original record but to have the record show that a certain action was taken or thing done, which the original record fails to show. *State ex rel. Schuler v. Dunbar*, 214 Neb. 85, 333 N.W.2d 652 (1983).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. *State ex rel. Schuler v. Dunbar*, 208 Neb. 69, 302 N.W.2d 674 (1981).
- There is no requirement that a public body make a record of where notice was published or posted. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

**84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.**

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

**Source:** Laws 1975, LB 325, § 9; Laws 1977, LB 39, § 318; Laws 1983, LB 43, § 5; Laws 1992, LB 1019, § 126; Laws 1994, LB 621, § 2; Laws 1996, LB 900, § 1074; Laws 2004, LB 821, § 40; Laws 2006, LB 898, § 4.

**Annotations**

- The Legislature has granted standing to a broad scope of its citizens for the very limited purpose of challenging meetings allegedly in violation of the Open Meetings Act, so that they may help police the public policy embodied by the act. *Schauer v. Grooms*, 280 Neb. 426, 786 N.W.2d 909 (2010).
- Any citizen of the state may commence an action to declare a public body's action void. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- The reading of ordinances constitutes a formal action under subsection (1) of this section. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).

- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. *Wasikowski v. Nebraska Quality Jobs Bd.*, 264 Neb. 403, 648 N.W.2d 756 (2002).
- Under the Public Meetings Act, a county lacks capacity to maintain an action to declare its official conduct "void" for noncompliance with the act. *County of York v. Johnson*, 230 Neb. 403, 432 N.W.2d 215 (1988).
- When a petitioner under this section is successful in the district court, that court may allow attorney fees. *Tracy Corp. II v. Nebraska Pub. Serv. Comm.*, 218 Neb. 900, 360 N.W.2d 485 (1984).
- Informal discussions between the Tax Commissioner and the State Board of Equalization in which instructions were clarified, with such clarification leading to the amendment of hearing notices, did not constitute a public meeting subject to the provisions of this section. *Box Butte County v. State Board of Equalization and Assessment*, 206 Neb. 696, 295 N.W.2d 670 (1980).
- The right to collaterally attack an order made in contravention of the Public Meeting Act must occur within a period of one year as is specifically provided by this section. *Witt v. School District No. 70*, 202 Neb. 63, 273 N.W.2d 669 (1979).
- Statutory change, requiring "publicized notice" for board of education employment hearings, occurring between dates meeting scheduled and conducted, held not to void proceedings. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).
- Voiding an entire meeting is a proper remedy for violations of the Open Meetings Act. Once a meeting has been declared void pursuant to Nebraska's public meetings law, board members are prohibited from considering any information obtained at the illegal meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Actions by the board of directors were merely voidable under this section, and not void. Pursuant to subsection (3) of this section, the plaintiffs were awarded partial attorney fees because they were successful in having the court declare that the board of directors was in substantial violation of the statute, even though the plaintiffs did not get the relief requested of having the board's actions declared void. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).

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Source: [http://nebraskalegislature.gov/laws/display\\_html.php?begin\\_section=84-1407&end\\_section=84-1414](http://nebraskalegislature.gov/laws/display_html.php?begin_section=84-1407&end_section=84-1414)

Date: July 2019

MINUTES  
BOARD OF EDUCATION  
May 11, 2020  
7:30 PM

I. Call Meeting to Order

President Dave Zimmerman called the meeting to order at 7:30 p.m. and the following members were present: Angela Meyer, Betsy Frerichs, Carol Pralle, Dave Zimmerman, and Jim Zvolanek. The following administrator was present: Christopher Proski.

Reasonable advance publicized notice of the meeting was given according to law by publishing, a designated method for giving notice of the school district. Reasonable advance notice was simultaneously given to board members and a copy of their acknowledgement of receipt of notice and the agenda attached. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

I.A. Roll Call

Motion to excuse Emily Shockley from the May board meeting. This motion, made by David Zimmerman and seconded by Angela Meyer, passed.

yes: 5, no: 0, Absent: 1

I.B. Notice of Nebraska Open Meetings Act Posted

President Dave Zimmerman announced that a complete copy of the Nebraska Open Meetings Act is posted in the Jr./Sr. High School gym.

II. Approval of Minutes from the April 13, 2020, Regular Board Meeting

Motion to approve minutes from the April 13, 2020, Regular Board Meeting. This motion, made by Jim Zvolanek and seconded by Betsy Frerichs, passed.

yes: 5, no: 0, Absent: 1

III. Communications, Audiences, and Recognitions

III.A. Public comments will not be received after this period of time. Public comment period is limited to 5 minutes per person and a total of 30 minutes overall.

IV. Financial Statement: Item for Discussion, Consideration, and/or Action

C.D. Bids for the month were as follows:

Security First Bank, Blue Springs Special Funds: 1.30%

Wymore State Bank, Special Funds: 1.31%

IV.A. Approval of Bills

IV.A.1. General Fund, Special Building Fund, Depreciation Fund, and Qualified Capital Purpose Undertaking Fund Claims

Motion to approve the general fund, special building fund, depreciation fund, and qualified capitol purpose undertaking fund claims. This motion, made by Betsy Frerichs and seconded by Jim Zvolanek, passed.

yes: 5, no: 0, Absent: 1

#### IV.A.2. Lunch & Activity Claims

#### V. Support Service

##### V.A. Facility Update

John Linder provided the school board with a written report over the start of the windows on the west and south side of the Jr./Sr. High School building, work on the new press box, starting on new LED lighting at the Elementary School, upgrading to LED lighting in the Jr./Sr. High School parking lot, and Diode working on security upgrades.

Dr. Prosocki went over the press box schedule with the school board and he said the project should be complete by the middle of June.

##### V.B. Personnel Items

Dr. Prosocki said that Emma Riesen is going to resign at the conclusion of the 2019-2020 school year. As of now, the district will need to hire an Elementary School para and a daily route bus driver.

##### V.C. Technology Update

#### VI. Administrative and Committee Reports

##### VI.A. Student Board Member Report

The was not a student board member report at the May board meeting.

##### VI.B. Elementary Principal's Report

The elementary principal reported on the following items: summer school packets, working on fall schedules as it relates to reading and math, and daily tasks the elementary principal is completing.

##### VI.C. Secondary Principal's Report

The secondary principal had a written report on the following items: a draft of an 8-period day schedule for the 2021-2022 school year.

Dr. Prosocki noted that through students' surveys, parent surveys, and post-graduate surveys, they all indicated the desire for more class offerings for students. The switch to an 8-period day schedule will allow students to take more elective classes and Southern is the only ESU 5 school that is currently not on an 8-period day schedule.

##### VI.D. Superintendent's Report

Dr. Prosocki went over a number of different steps that he will need to take to fulfill the requirements from the Nebraska Department of Education related to the COVID-19 closure by June 30, 2020 (Complete an Affidavit, Continuity of Learning Plan recap, and Rule 10 checklist), he went over the assessment calendar for the 2020-2021 school year, and he gave the

board an update on which items the Coronavirus Aid, Relief, and Economic Security (CARES) Act can be used on. He did note that the CARES Act funding cannot be taken away by the state legislature like many rural senators noted they wanted to do, but all of the funds have to be expended or the state would forfeit the stimulus money under the CARES Act. Next, Dr. Prososki said the administration is working on contingency plans for the fall and they know firsthand that preschool and elementary school students cannot be left at home alone on different days during a given week. He gave the board an update on the switch to a new 8-period schedule for the 2021-2022 school year in an effort to expand class offerings to students, he talked about extending reading and math blocks in the fall for primary Elementary School students, and he gave the board an update regarding graduation on August 1. Next, he went over the new school improvement poster, the completion of federal requirements under Perkins V, implementing Positive Behavior Interventions and Supports (PBIS) at the Elementary School in the years ahead through a grant through ESU 5, and the school improvement committee reading *All Learning is Social and Emotional* next school year in an effort for all staff to help address social and emotional issues in the district. Dr. Prososki went over the 2020-2021 state aid figures. For the 2020-2021 school year, the district's state aid will go from \$1,311,562 to \$1,488,527. This will represent a 13.49% increase or a \$176,965. Dr. Prososki noted that overall raises will cost the district around \$136,000 next year and the increase in state aid will help offset the staffing increases. He also noted that last year the district's state aid went up by \$189,496, but the district lost \$182,242 because our valuation went down (The district's budget only grew by \$7,254 from the previous year). He also stated he does not know the extent that the COVID-19 pandemic will have on the district's budget this upcoming school year or in the years ahead. Dr. Prososki went over the meals served during the school closure, he went over the summer school plans that have to occur based on the Nebraska Reading Improvement Act, a recent teacher recruitment and retention taskforce he served on with the Nebraska Department of Education, gave an update about the state legislature looking to reconvene in the middle of June, and a \$28,000 grant the district just received from the Thomas Foundation to purchase 3 new treadmills and 4 new ellipticals for the Jr./Sr. High School weight room. Lastly, Dr. Prososki went over the \$316,500 grant proceeds the district have received from the Thomas foundation over the past three years and thanked them for their continued support (2017-2018 = \$12,500, 2018-2019 = \$168,500, & 2019-2020 = \$135,500).

## VII. Items for Discussion, Consideration, and/or Action

### VII.A. Set Activity Prices for the 2020-2021 School Year

Motion to keep the activity prices the same as the previous year. This motion, made by Betsy Frerichs and seconded by Carol Pralle, passed.

yes: 5, no: 0, Absent: 1

The admission prices for the 2020-2021 school year will be \$5 for adults, \$4 for students. The prices for passes for the 2020-2021 school year will be \$50 for adults, \$30 for students, and \$90 for families.

### VII.B. Set the Annual Student Fees Policy Hearing for June 8, 2020, at 7:10 p.m. in the Gym in Wymore, Nebraska

Set the annual student fees policy hearing for June 8, 2020, at 7:10 p.m. in the gym in Wymore, Nebraska. This motion, made by Carol Pralle and seconded by Jim Zvolanek, passed.

yes: 5, no: 0, Absent: 1

Based on Nebraska statute, the school board must hold a public hearing on this policy annually to seek input from local stakeholders.

VII.C. Set the Annual Parental Involvement Policy Review Hearing and Set the Annual Title I Parental Involvement Policy Review Hearing for June 8, 2020, at 7:20 p.m. in the Gym in Wymore, NE

Motion to set the annual parental involvement policy review hearing and set the annual Title I parental involvement policy review hearing for June 8, 2020, at 7:20 p.m. in the gym in Wymore, NE. This motion, made by Betsy Frerichs and seconded by Carol Pralle, passed.

yes: 5, no: 0, Absent: 1

Based on Nebraska statute, the school board must hold a public hearing on these policies annually to seek input from local stakeholders.

VII.D. Option Enrollment Applications

VIII. Adjournment

Motion to adjourn the meeting at 8:11 p.m. This motion, made by Jim Zvolanek and seconded by Carol Pralle, passed.

yes: 5, no: 0, Absent: 1

The next Regular Board meeting is scheduled for 7:30 p.m., June 8, 2020, at Southern Jr./Sr. High School Gym in Wymore. The Board of Education will usually adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to amend the agenda as deemed necessary.

BY

President of the Board of Education  
Of this School District

ATTEST

Secretary of the Board of Education  
of this School District

## **PUBLIC PARTICIPATION**

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

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

## **Graduation Plan for August 1, 2020**

**Graduation Location: Southern High Gymnasium**

**Graduation Time: 5:00 p.m.**

It is our number one priority to ensure the safety of our graduates and those attending the graduation ceremony. In order to do this, we must limit the physical participation and set procedures to make sure that all attending are following the six feet social distancing guidelines.

### **There will be a limited number of attendees.**

- All graduates will be invited to attend the ceremony.
- Each graduate will be allowed to have 8 guests attend the ceremony.

### **Social distancing**

- Graduates will be seated six feet apart.
- Parties of guests will be seated six feet apart.
  - o “Parties” of guests includes family members that can be seated together.
- Parties of guests will be dismissed one at a time, when the ceremony is over, to ensure that social distancing continues.
- Guests will need to leave the school premises as soon as the ceremony is completed.
- We ask that parties arrive and enter the building together.
- One individual per party will be allowed to move to the isle to take a picture of their graduate and then return to their seat.
- No group pictures will be allowed on school premises.
- There will be no receiving line after graduation.

### **We encourage those who are sick or at risk of contracting COVID-19 to stay at home. This includes.**

- The elderly.
- People with underlying medical conditions.
- Family members who live with elderly people or those who are at risk.
- People who have access to those at risk in nursing homes.
- People who have upper respiratory or flu-like symptoms.
- People who live with someone with upper respiratory or flu-like symptoms.
- People with COVID-19 or live with someone with COVID-19.
- People who have been exposed to someone with COVID-19.

**Graduation ceremony**

- There will be no band or choir performances during the ceremony.
- Mr. Murphy will give the welcome and give a short speech to the graduates.
- We will have 1 or 2 seniors give a speech, if they choose to do so.
- Mr. Murphy will read the local scholarship winners.
- Dr. Prosocki will present the class.
- Board President, Dave Zimmerman will hand out diplomas.
- Mr. Murphy will read the names and announce the class.

**Live Streaming Graduation**

- In an attempt to give everyone in the Southern family an opportunity to watch graduation, we will be live streaming the ceremony on Southern's Facebook page. Congratulations to the 2020 graduates.

# Southern Public Schools

## COVID-19: The Path Ahead

### 2020-2021



Southern Elementary School  
315 West 2<sup>nd</sup> Street  
P.O. Box 158  
Blue Springs, NE 68318  
Phone: 402.645.3359  
Fax: 402.645.3740

Southern Jr./Sr. High School  
115 South 11<sup>th</sup> Street  
P.O. Box 237  
Wymore, NE 68466  
Phone: 402.645.3326  
Fax: 402.645.8049

<http://www.southernschools.org>

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DRAFT

## ***Section I: Starting School in the Fall***

### **Contingency Plans**

The district's number one priority is the safety and well-being of all the students and staff at Southern Public Schools. Pending the Directed Health Measure in August of 2020, the district's plan is to start school using our original district calendar and operating as normal as possible. If the district is unable to start school on August 19, we will use an alternative calendar and start school on September 10. During the 2020-2021 school year, there might be a short-term closure or a long-term closure because of a COVID-19 outbreak in our area. We encouraging parents to plan for both scenarios this school year. If this were to occur, we would implement an updated version of our Continuity of Learning Plan during any long-term school closure. If it would be a long-term closure, we will distribute laptops to all students in grades 7-12.

If we are required to limit the number of students and staff in our buildings this fall, the district will look to have all 9-12 students work remotely during their regular seven period scheduled classes during the first quarter or during the first semester. The district will be checking out laptops on the first official day of school to all 9-12 students and if any student does not have Internet access at home, they will be checked out a jetpack that will provide them with free Internet access. All 9-12 grade students will also be able to come to the Jr./Sr. High School from 11:46 a.m. – 1:16 p.m. to pick up a sack lunch if they so desire. Students in grades PK-3 will still report to the Elementary School building and all students in grades 4-8 will need to report to the Jr./Sr. High School building. Becky Weyer will be serving as the second fourth grade teacher and we will have a principal, a school counselor, or a para cover the library/keyboarding classes. We will need to make schedule adjustments for special classes at the Jr./Sr. High School for students in grades 4-6 (Art, Band, Keyboarding, Library, Music, PE, & Recess).

### **Absenteeism**

The district will not count student absences towards the 20-day chronic absenteeism limit as long as the district receives communication regarding the illness from a parent or guardian (A note from a medical provider is not necessary).

### **Breakfast & Lunch**

During the 2020-2021 school year, all students will be required to eat breakfast and lunch in their classroom. Each building principal will setup an alternative lunch schedule for their building (Please see Building Procedures for more details).

### **Building Procedures**

#### **Elementary School (PK-6)**

##### *Arriving at School:*

Students will need to pass a temperature check every morning before entering the building (Please see Temperature Checks for more details). Preschool through second grade will report directly to their classrooms. Students in grades third through sixth grade will report to a designated area in the gym. Both groups will be monitored by paras.

##### *Breakfast:*

Students will eat breakfast in their classrooms. Breakfast will take place at 8:15 a.m. with the food service providers delivering the morning breakfast after bathroom breaks and hand washing

is completed. Teachers will need to account for the students that are eating breakfast and also make sure to get the breakfast count to the office by 8:45 a.m. every morning. Teachers will need to make sure that they have taken the morning roll, completed a lunch count, had students say the pledge, and allowed students to eat their breakfast.

*Morning Recess:*

Playground equipment will not be available to play on during recess time. Students in preschool through third grade will alternate with students in fourth through sixth grade for outside recess. The playground will be divided up for each grade level.

*During Class Time:*

All students and staff will need to follow social distancing guidelines at all times during classroom instruction. All desks will need to face the same direction and they will need to remain six feet apart. For classrooms that have tables, students will need to sit on opposite ends of the table. Staff will be required to wipe down all tables, desks, and chairs between classes and during their planning period.

*Lunch:*

Each classroom will be required to take their class to the restroom and have their students wash their hands prior to eating lunch. The food service providers will be delivering lunches to the classrooms. Trash cans will be provided in each classroom for students to throw away trash after eating. Paras, special education teachers, reading coach, counselor, principal, and other staff will help with classroom coverages during the lunch times. Each classroom will be responsible for marking down the students that ate school lunches/brought sack lunches and that drank milk/juice each day. The lunch count must be returned to the office by 12:30 p.m.

*Recess Procedures:*

All teachers will be covering recess duty over the lunch hour. If students need to put on a jacket or a coat, the students will be dismissed individually to go to their lockers and depart to the playground area. Grade level must stay together and no intermingling of grade levels will be allowed.

*Recess Designated Areas (Lunch):*

- Preschool students will be required to play on the southside of the building (Directly south of their room).
- Kindergarten students will be required to play on the gravel area to the east to the fence.
- First grade students will be required to play on blacktop area east of the fifth and sixth grade rooms.
- Second grade will be required to play on the gravel area to the east to the fence.
- Third grade will be required to play on blacktop area east of the fifth and sixth grade rooms.
- Fourth grade will be required to play on the most east basket and grassy area to the east of that basket.
- Fifth grade will be required to play on the middle basket and grassy area to the south of the basket.
- Sixth grade will be required to play on the area south of school building using the west basket and grassy area to the west.

Please Note: During wet weather, students will play on the blacktop and teachers will need to divide the area up based on the number of classes at recess.

*Inclement Weather (Recess):*

During inclement weather, each class will be required to go back to their respective classroom for a classroom activity.

*End of the Day Dismissal:*

All students will be required to stay in their individual rooms until it is time to line up for bus routes or to be dismissed for the day. All teachers or paras will be required to walk their class to the bus loading area each day.

*Hand Washing:*

Students will be required to wash their hands 3-4 times a day. Each self-contained classroom teacher will setup a time in the morning and a time in the afternoon for their class to wash their hands. Students will also wash their hands before lunch every day.

**Jr./Sr. High School (7-12)**

*Arriving at School:*

Students will need to pass a temperature check every morning before entering the building (Please see Temperature Checks for more details). Students who ride the bus and arrive to school before 8:00 a.m. will have a designated area to wait to maintain social distancing before reporting to their first period class:

- 7<sup>th</sup> graders will be in the gym bleachers on the Northeast corner.
- 8<sup>th</sup> graders will be in the gym bleachers on the Northwest corner.
- 9<sup>th</sup> graders will be in the gym on the Southeast corner.
- 10<sup>th</sup> graders will be in the gym on the Southwest corner.
- 11<sup>th</sup> graders will be in the North part of the commons area.
- 12<sup>th</sup> graders will be in the South part of the commons area.

Students who do not ride a bus to school are encouraged not to arrive at school until after 7:45 a.m. Those students arriving to school at 8:10 a.m. or later, will go directly to their first period class after they passed a temperature check. Students will be required to wear face covering when entering the school building and continue to wear it until they enter their classroom.

*Breakfast:*

Students will have the opportunity to eat breakfast in their classrooms. All first hour staff will take a breakfast count at 8:15 a.m. and send it to the office. The food service providers will distribute breakfast before the start of second period. Students will be allowed to eat their breakfast during the end of first period or at the start of second period.

*Passing Periods (Between Classes):*

Students and staff will be required to wear a face covering during passing periods.

### *Lockers & Locker Rooms:*

Students will be asked to take their backpack with them to all classes (We will be limiting both lockers use and locker rooms use to just drop off coats and physical education to drop off clothing/activity practice items). In each student's backpack, they will need to carry their school issued laptop with them and any other need supplies that they will use during the school day.

### *During Class Time:*

All students and staff will need to follow social distancing guidelines at all times during classroom instruction. All desks will need to face the same direction and they will need to remain six feet apart. For classrooms that have tables, students will need to sit on opposite ends of the table. Staff will be required to wipe down all tables, desks, and chairs between classes and during their planning period.

### *Lunch:*

Students will eat lunch in their classrooms. Students will be required to go to the restroom and wash hands before they pick up their lunch. Trash cans will be provided in each classroom for students to throw away trash after eating. Paras, lunch duty personnel, the counselor, and the principal will help cover lunch times for students. Seconds will not be offered. Students will be dismissed by classes to go and get a sack lunch from the cafeteria and bring it back to their classes to eat.

### *End of the Day Dismissal:*

When classes are dismissed, students will be required to wear a face covering when leaving the building and students will be required to leave the school premises and not socializing in the halls, commons, locker rooms, or parking lots. Students waiting for the bus, will wait in the southwest hallway on the first floor and they will be required to sit six feet apart from each other.

### *Hand Washing:*

Students will be required to wash their hands 3-4 times a day. Each class will take five minutes during second period to wash hands and a schedule will be set up by each second period teacher. Students will wash their hands on their way to get their lunches. Each class will take five minutes to wash hands during seventh period and a schedule will be set up by each seventh period teacher.

### **Career & Technical Education (CTE) Classes**

The district will implement a process and schedule to disinfect all of the CTE equipment. It may be impractical to individually disinfect all CTE items such as lumber, nails, wires, etc. All CTE students will be required to wear disposable gloves, face masks, and aprons at all times when working with CTE equipment.

### **Classroom Layout**

All students and staff will need to follow social distancing guidelines at all times during classroom instruction. All desks will need to face the same direction and they will need to remain six feet apart. For classrooms that have tables, students will need to sit on opposite ends of the table. We understand that this is going to be challenging for younger students throughout the school day (Preschool through second grade). Before school starts, all staff members will

need to remove the following items from their classrooms: bean bags, futons, love seats, pillows, recliners, rocking chairs, sofas, and stuffed animals. If a staff member needs assistance removing any items listed above from their classroom or adding additional desks or tables, they will need to contact the maintenance staff.

### **Dances**

Activities such as the homecoming dance and prom will be evaluated based on the Directed Health Measure throughout the 2020-2021 school year.

### **Extending Reading & Math Blocks (Students Going into 1<sup>st</sup>-3<sup>rd</sup> Grade)**

Since learning reading and math at the primary grades provides the essential building blocks for students to be successful in the years ahead, the district is planning on changing all 1<sup>st</sup>-3<sup>rd</sup> grade schedules this fall to provide more time for reading and math instruction. We will be using the daily science and social studies block during the first quarter to get students caught up on these foundational skills that they missed out on during the school closure.

### **Extra-Curricular Activities**

Extra-curricular activities (Cheerleading, instrumental & vocal music performances, play production, and speech), athletic teams (Football, softball, volleyball, basketball, wrestling, golf, and track), and school sponsored clubs (Art club, future business leaders of america, future farmers of america, national honor society, s club, school play, science club, Spanish club, student council, quiz bowl) will be evaluated based on the Directed Health Measure throughout the 2020-2021 school year.

### **Face Coverings**

#### *Elementary School (PK-6):*

All staff will be required to wear face coverings during essential times when physical distancing is difficult (When there are large groups of students before school and after school). All staff will be required to wear masks upon entering and leaving the building and during high volume passing times. All students and staff members are encouraged to wear face coverings throughout the school day if it is feasible.

#### *Jr./Sr. High School (7-12):*

All staff will be required to wear face coverings during essential times when physical distancing is difficult (When there are large groups of students before school and after school). All 7-12 students and staff will be required to wear masks upon entering and leaving the building and during passing periods. All students and staff members are encouraged to wear face coverings throughout the school day if it is feasible.

*Please Note:* If any students or staff members have a respiratory disease, they will not be required to wear a face covering (Asthma, chronic obstructive pulmonary disease, pulmonary fibrosis, pneumonia, and lung cancer). No students or staff will be required to wear face coverings in the classroom or when they are outside.

### **Facility Use by Individuals & Outside Organizations**

The district will be restricting facility use by individuals and outside organizations during the 2020-2021 school year. No non-school sponsored groups will be allowed to use the district facilities (Fellowship of Christian Athletes, elementary school practices, etc.). No community members will be allowed to use the weight room during the 2020-2021 school year

### **Field Trips**

There will be no school sponsored trips during the 2020-2021 school year (Band trip, college visits, class trips, field trips, etc.).

### **Hand Washing**

There will be 3-4 times a day that students will be required to wash their hands. Each building principal will setup these activities for their building (Please see Building Procedures for more details).

### **Media Centers**

The media centers in both buildings will be closed during the 2020-2021 school year. All media center classes will occur in individual classrooms at the Elementary School and at the Jr./Sr. High School. Students at the Elementary School will be able to check out books biweekly. Each individual teacher will compile a list of books that their students want to check out and the media specialist will distribute the needed library books to each classroom biweekly. If a Jr./Sr. High School student would like to check out a library book, they will need to make the request to their English teacher and the media specialist will distribute the needed library books biweekly.

### **Professional Development**

No staff members will be allowed to attend professional development workshops outside of the district during the 2020-2021 school year. All professional development opportunities will be offered during in-service days and they will count towards Policy 4032: Professional Growth. During in-service days, the technology committee will provide regular trainings over remote learning, using the iPads/laptops in the classroom, and how to deliver high quality instruction online to students. Staff members will have the opportunity to attend outside professional development workshops over the summer months.

### **School Assemblies**

School assemblies and large gatherings of people are not allowed on district campuses during the 2020-2021 school year.

### **Sharing of Equipment & Supplies**

We are asking staff members to keep each child's belongings separated from others and to keep belongings in individually labeled containers, cubbies, or designated areas. We want staff to minimize the sharing of high touch materials to the greatest extent possible (Books, electronic devices, school supplies, and toys). If equipment needs to be used by a group of students, staff members will only allow one student at a time to use the equipment and the staff members must clean and disinfect the equipment between uses.

### **Special Classes (Elementary School)**

The following Elementary School special classes will occur in each self-contained classroom throughout the 2020-2021 school year: art, keyboarding, library, and music. Band and physical education classes will be allowed to occur in their regular classroom areas.

### **Staff Assignments**

With the uncertainty of what lies ahead this fall regarding COVID-19, we are asking all staff members to be flexible because decisions related to staff assignments and duties could change within a moment's notice. Building principals may be required to teach classes for extended periods of time or administer temperature checks on students. Teachers, paras, and clerical staff will be required to complete custodial tasks before, during, or after school and administer temperature checks on students. The custodial staff will be required to cover daily bus routes or activity routes throughout the school year. The district appreciates your flexibility and commitment to the safety of all students and staff in our district.

### **Students with Underlying Medical Conditions**

If a student has an underlying medical condition, the parents/guardians can contact the building principal to setup an off campus individualized learning plan for their son or daughter during the 2020-2021 school year. Underlying medical conditions include:

- People with chronic lung disease or moderate to severe asthma.
- People who have serious heart conditions.
- People who are immunocompromised (Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications).
- People with severe obesity (body mass index [BMI] of 40 or higher).
- People with diabetes.
- People with chronic kidney disease undergoing dialysis.
- People with liver disease.

### **Technology Plan**

*Elementary School (K-6):*

All K-6 students will have an assigned iPad/laptop that only they will use throughout the 2020-2021 school year. The iPads/laptops will not be allowed to leave individual classrooms.

*Jr./Sr. High School (7-12):*

All students in grades 7-12 will be issued a school laptop that they will use throughout the school year. Students will pick up their laptops in their 1<sup>st</sup> period classes in the morning and they will use their device throughout the school day. At 3:00 p.m., all students will return their school issued laptop back to their 1<sup>st</sup> period class and students will be required to report to their IAP classes by 3:09 p.m. Students are advised to charge their laptop throughout the school day and over the lunch hour.

### **Temperature Checks**

All students will be required to pass a temperature check before they can get on a bus in the morning or enter any district facilities. Any student with a fever of 100.4°F or higher (Or if the

student is displaying other signs of illness) will need to stay home for up to 48 hours. Building principals will setup daily schedules for staff members to administer temperature checks in the mornings (Teachers & paras).

### **Transportation Plan**

Southern Public Schools will be adding a second city bus route for the 2020-2021 school year to keep all bus riders socially distanced. We will also be issuing new bus safety guidelines to ensure all students and bus drivers are safe at all times:

- All students will be required to pass a temperature check before they can get on a bus in the morning.
- We will load all buses with students in a back to front order and all students will exit buses in a front to back order.
- Students will be required to sit by their siblings on all bus rides (Students will not be allowed to sit by anyone on the bus other than a sibling).
- All buses will only run at half capacity at all times.
- No students will be allowed to sit directly in front, directly behind, or directly to the side of any other student riders.
- All bus drivers will clean out their buses thoroughly after every daily bus route.
- We are highly recommending older siblings that currently drive to school to take their younger sibling each day to school to allow for more room on each daily bus route.
- Bus drivers will keep a couple windows down on all bus routes to provide proper bus ventilation for bus riders (A new plan will be implemented during the winter months).

### **Visitors**

Parents, guardians, and visitors will not be allowed in our buildings during the 2020-2021 school year. Speakers and guests will also not be allowed in our buildings to provide additional supports for students (Parents, grandparents, foster grandparents, student aids, etc.). All formal educational meetings will need to occur online or over the phone (Individual Education Meetings, Parent Teacher Conferences, 504 Meetings, etc.). Only staff that is currently on payroll, individuals that drop off needed supplies, and personnel that need to work on the facilities will be allowed in the district facilities.

### **Water Bottles**

We are asking all students and staff members to use water bottles throughout the 2020-2021 school year.

## ***Section II: Efforts to Keep the Facilities & Students/Staff Healthy and Safe***

### **Facilities**

The following essential actions will be taken to ensure that the facilities are safe for students and staff to inhabit. The district will:

- Change air filters regularly.
- Distribute wastebaskets, tissues, and CDC approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during transition between classrooms (Pending availability).
- Post signage about frequent hand washing, cough etiquette, and nose blowing. Signage will be widely posted, disseminated, and encouraged through various methods of communication).
- Follow guidance from the CDC when performing all cleaning related duties.

### **Students & Staff**

The following essential actions will be taken to ensure that the students and staff stay healthy and safe. The district will:

- Encourage students and staff to stay away from school when sick.
- Teach students to use face coverings appropriately, stress the importance of covering a cough, and using/discarding tissues appropriately.
- Stress the importance of keeping hands away from the eyes, nose, and mouth.
- Teach students and staff how to keep surfaces clean and disinfected.
- Introduce hand washing best practices (Using soap and water and scrubbing for approximately 20 seconds before rinsing).
- Develop fixed schedules for hand washing (3-4 times a day).
- Ensuring that adequate supplies are available and in good functional condition (Pending availability).

### ***Section III: Plans for when Students or Staff Become Sick***

#### **Public Health Officials**

If a student or staff member becomes sick with COVID-19 like symptoms, the district will contact the public health officials and follow their guidance at all times.

#### **District Plans for Dealing with COVID Like Symptoms**

The administration will work with school nurse to identify an isolation room or area to separate anyone who exhibits COVID like symptoms. The school nurse will use the Standard and Transmission-Based Precautions when caring for a sick student or staff member. A district principal, a school counselor, a secretary, or a parent/guardian will transport anyone that is sick home or to a healthcare facility.

If a student becomes sick with COVID like symptoms, the building principal will notify local health officials, the student's family, and any staff member that had contact with the student immediately regarding the possible case. The district will close off areas used by a sick student or staff member and no one will be allowed to use this area until it has been cleaned and disinfected (The district will endeavor to wait 24 hours before we clean and disinfect areas). The district will advise sick students and staff members to not return to school until they have met CDC criteria to discontinue home isolation. CDC Criteria Link:

<https://tinyurl.com/ucdum7c>

The administration will follow both state and federal privacy laws at all times. We will work to inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop.



## *Section IV: Long-Term School Closure*

### **Continuity of Learning Plan (Initiated During Any Long-Term School Closure)**

<b>School Roles and Responsibilities</b>	
Superintendent	<ul style="list-style-type: none"> <li>● Provide regular communication to all stakeholders</li> <li>● Provide support to school administrators and teachers implementing the Enrichment Learning Plan (ELP)</li> </ul>
Technology Department	<ul style="list-style-type: none"> <li>● Support faculty and students/families shifting to an ELP</li> <li>● Provide written/video support to assist faculty with using district identified resources</li> </ul>
Principals	<ul style="list-style-type: none"> <li>● Monitor communication between teachers and their students through monthly logs</li> <li>● Support faculty and students/families shifting to an ELP</li> <li>● Provide weekly Zoom meetings/email updates</li> <li>● Help teachers implement ELP</li> <li>● Monitor students on 504 plans and provide assistance as needed</li> </ul>
Core Teachers	<ul style="list-style-type: none"> <li>● Collaborate with other members of your team or department to design enrichment learning experiences for your students</li> <li>● Use district curriculum and resources to communicate and deliver content</li> <li>● Make sure parents are aware which resources your students may access. Include information on how to access the resources.</li> <li>● Communicate with students and provide weekly feedback</li> <li>● Communicate with parents, as necessary</li> </ul>
Special Education	<ul style="list-style-type: none"> <li>● Communicate regularly with the subject or classroom teachers who teach the students on your caseload</li> <li>● Communicate regularly with students on your caseload and/or their parents</li> <li>● Provide supplementary learning activities for students on your caseload</li> </ul>
K-6 Specials (Art, Band, Guidance, Keyboarding, Library, PE, & Music)	<ul style="list-style-type: none"> <li>● Develop a bank of activities while being mindful of the resources families may or may not have in their home</li> <li>● Communicate with students/families who reach out for assistance</li> <li>● Communicate with families regarding the websites/resources you will be using</li> </ul>
7-12 Exploration Classes	<ul style="list-style-type: none"> <li>● Develop a bank of activities while being mindful of the resources families may or may not have in their home</li> <li>● Communicate with students/families who reach out for assistance</li> <li>● Communicate with families regarding the websites/resources you will be using</li> </ul>
Counselors	<ul style="list-style-type: none"> <li>● Serve as a liaison for communication with students/families in crisis</li> <li>● Provide resources for students and families to support them while they are away from school</li> <li>● Monitor students on 504 plans and provide assistance as needed</li> </ul>



### Student Roles and Responsibilities

- Establish daily routines for engaging in the learning experiences
- Identify a space in your home where you can work effectively and successfully
- Regularly monitor online platforms if possible (Grades PK-12)
- Engage in all learning with academic honesty
- Communicate proactively with your teachers if you require additional support
- Comply with Student Handbook Internet Safety policies including expectations for online etiquette

For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a personal, academic or social-emotional concern	your school counselor
other issues related to the enrichment learning plan	your school principal

### Parent Roles and Responsibilities

Provide support for your children by:

- Establishing routines and expectations
- Defining the physical space for your child to study
- Monitoring communications from your child's teachers
- Beginning and ending each day with a check-in
- Taking an active role in helping your child process his/her learning
- Establishing times for quiet and reflection
- Encouraging physical activity and/or exercise
- Remaining mindful of your child's stress or worry
- Monitoring how much time your child is spending online
- Keeping your child social, but set rules around their social media interactions

For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a personal, academic or social-emotional concern	your school counselor
other issues related to the enrichment learning plan	your school principal



### General Guidelines for Staff regarding the Enrichment Learning Plans (ELP)

Feedback	<ul style="list-style-type: none"> <li>● Provide feedback, as needed on enrichment learning plans</li> <li>● Provide clear communication regarding where/how students should ask questions and seek clarification</li> <li>● Actively monitor your email for questions and communications from students/families</li> </ul>
Offline Work	<ul style="list-style-type: none"> <li>● Consider including offline activities in your lessons such as reading, engaging in discussions with a family member or friend remotely, writing in a journal, taking pictures and/or making a video</li> </ul>
Instruction	<ul style="list-style-type: none"> <li>● Follow the guidelines provided by the district based on your grade level and subject area</li> <li>● Collaborate with your colleagues regularly</li> </ul>
Student Check-In	<ul style="list-style-type: none"> <li>● Use tools such as Google Forms, online textbooks, Google Classroom Tools, ClassDojo, SeeSaw, Zoom, etc.</li> </ul>
Instructional Packets	<ul style="list-style-type: none"> <li>● At the elementary school, students (PK-6) will be provided instructional packets supporting student learning.</li> </ul>
Free E-Learning Tools/ Non-Curricular Materials	<ul style="list-style-type: none"> <li>● <a href="#">Scholastic Learn at Home</a></li> <li>● <a href="#">Mystery Science</a></li> <li>● <a href="#">Discovery Education</a></li> <li>● Book Source             <ul style="list-style-type: none"> <li>○ <a href="#">Reading List</a></li> <li>○ <a href="#">Tips for parents</a></li> <li>○ <a href="#">Activity Sheet</a></li> <li>○ <a href="#">Teaching Remotely Tips</a></li> </ul> </li> <li>● <a href="#">McGraw Hill Resources</a></li> <li>● <a href="#">Learn Zillion</a></li> <li>● <a href="#">Free resources &amp; subscriptions</a></li> <li>● <a href="#">Storyline</a></li> <li>● <a href="#">Live Story Time Doc</a></li> </ul>



## Preschool

### Priorities

- Enrichment will be mainly focused around literacy and numeracy to maintain current skills and knowledge around prioritized content.
- Teachers will be creating paper packets of enrichment activities that will need to be picked up from the office at the designated times.
- Additional activities will be available online through Google classroom and seesaw. Online activities are additional and not necessary if you do not have Internet access.
- We will be implementing a pass/fail grading system during any short-term or long-term closure.
- All elementary school teachers will have office hours from 1:00 p.m. – 2:30 p.m. in the afternoon on any day that there is a closure due to COVID-19 through ClassDojo, Google Classroom, SeeSaw, and/or parent provided email addresses.

### Approximate Time Frames for Enrichment Activities:

Preschool	
40 minutes per day	<b>Emergent Literacy Activities, Games, and Challenges</b> focused on language development, vocabulary, comprehension, and phonological awareness
40 minutes per day	<b>Emergent Numeracy Activities, Games, and Challenges</b> focused on counting, sorting, and patterning
40 minutes per day	<b>Holistically-Focused Activities, Games, and Challenges</b> to support cognitive, physical, and social emotional development
Other Activities	Reading aloud Board games and challenges Continuing to learn skills Puzzles Designing and building structures with blocks or other available materials

**Total Enrichment Time:** approximately 2 hours per day/10 hours per week



## Elementary School

### Priorities

- Enrichment will be mainly focused around literacy and numeracy to maintain current skills and knowledge around prioritized content.
- Teachers will be creating paper packets of enrichment activities that will need to be picked up from the office at the designated times.
- Additional activities will be available online through Google classroom and seesaw. Online activities are additional and not necessary if you do not have Internet access.
- We will be implementing a pass/fail grading system during any short-term or long-term closure.
- All elementary school teachers will have office hours from 1:00 p.m. – 2:30 p.m. in the afternoon on any day that there is a closure due to COVID-19 through ClassDojo, Google Classroom, SeeSaw, and/or parent provided email addresses.

### Approximate Time Frames for Enrichment Activities:

Kindergarten to Second Grades	
35-45 minutes per day	Reading (Science/Social Studies connections as appropriate)
25-30 minutes per day	Writing
35-45 minutes per day	Mathematics
25-30 minutes per day	Special teachers will provide a range of activities that continue to support the current program
Other Activities	Reading aloud and independent reading Board games and challenges with math/strategy/critical thinking Designing and building structures with blocks or other available materials Puzzles

**Total Enrichment Time:** approximately 2 hours per day/10 hours per week



### Third to Sixth Grades

35-45 minutes per day	Reading (Science/Social Studies connections as appropriate)
25-30 minutes per day	Writing
35-45 minutes per day	Mathematics
25-30 minutes per day	Special teachers will provide a range of activities that continue to support the current program
Other Activities	Reading aloud and independent reading Board games and challenges with math/strategy/critical thinking Puzzles

**Total Enrichment Time:** approximately 2 hours per day/10 hours per week



## Jr./Sr. High School

### Priorities

- Enrichment will be mainly focused around prioritized content.
- Students will have both online and off-line enrichment activities.
- Teachers will provide online enrichment that may be recorded and made available to students to watch at any time. The online enrichment sessions will be at a regularly scheduled time.

### Approximate Time Frames for Enrichment:

Grades 7-12	
40 minutes per period	Each scheduled Jr./Sr. High School course

**Total Enrichment Time:** approximately 3 hours per day/16 hours per week

### Guidelines for Enrichment Plan:

- Students will be provided enrichment activities assigned by each individual classroom teacher.
- Attendance will be monitored by completion of enrichment activities and participation of classroom obligations.
- The class schedule is posted on page 18 and students can log in to the designated classes during the assigned times on the schedule. Classroom teachers will be available online during the designated times.
- The district will be checking out laptops to all 7-12 students. Any student that does not have Internet access at home, they will be checked out a jetpack that will provide them with free Internet access.
- Classroom teachers will be available online every afternoon to assist students as needed during any COVID-19 closure.
- Dual credit classes may require additional class meeting time.
- We will be implementing a pass/fail grading system during any short-term or long-term closure.



## JR./SR. HIGH SCHOOL SCHEDULE

<b>Closure Days 1 &amp; 3 (Repeated as Needed)</b>	
8:10 - 8:50	Period 1
9:04 - 9:44	Period 2
9:58 - 10:38	Period 3
10:52 - 11:32	Period 4
1:00 – 2:30	Online Teacher Office Hours <i>(Email, Zoom, Google Classroom, etc.)</i>
<b>Closure Days 2 &amp; 4 (Repeated as Needed)</b>	
8:10 - 8:50	Period 5
9:04 - 9:44	Period 6 <i>(5A = 9:04-9:24 &amp; 5B = 9:24-9:44)</i>
9:58 - 10:38	Period 7
1:00 – 2:30	Online Teacher Office Hours <i>(Email, Zoom, Google Classroom, etc.)</i>

**Please Note:** The teacher access schedule listed above will occur through a variety of different mediums and teachers will contact students through their student issued email with their plans (Online through Zoom, prior recordings, Google Classroom, YouTube, etc.)

## SUGGESTIONS TO MAKE ENRICHMENT PLAN A SUCCESS

Student Roles and Responsibilities	
<ul style="list-style-type: none"> <li>● Establish daily routines for engaging in the enrichment experiences</li> <li>● Identify a space in your home where you can work effectively and successfully</li> <li>● Regularly monitor online platforms if possible (Grades 7 - 12)</li> <li>● Engage in all enrichment activities with academic honesty</li> <li>● Communicate proactively with your teachers if you require additional support</li> <li>● Comply with Student Handbook Internet Safety policies including expectations for online etiquette (Grades 7 -12)</li> </ul>	
For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a personal, academic or social-emotional concern	your counselor
other issues related to enrichment learning plan	your school principal

**Nebraska Department of Revenue, Property Assessment Division  
2019 to 2020 Real Property Value Percentage Change by County**

County	Residential & Recreational & AgResid % change	Resid & Rec & AgResid % change excl. growth	Commercial & Industrial % change	Commercial & Industrial % change excl. growth	AgOutbldg & FarmsiteLand % change	AgOutbldg & FarmsiteLand % change excl. growth	Total Agricultural Land % change	Total Real Property % change	Total Real Property % change excl. growth
1 Adams	4.92%	3.95%	6.46%	4.01%	6.77%	3.20%	-5.85%	0.43%	-0.36%
2 Antelope	2.04%	-0.18%	4.62%	1.16%	10.41%	10.41%	-0.69%	0.38%	-0.13%
3 Arthur	2.71%	-0.68%	-79.13%	-79.13%	138.84%	138.84%	0.01%	0.20%	0.01%
4 Banner	14.04%	12.96%	8.88%	8.88%	1.28%	-0.96%	-0.95%	-0.14%	-0.30%
5 Blaine	8.89%	7.61%	0.09%	0.09%	-1.71%	-1.71%	0.29%	0.62%	0.56%
6 Boone	3.39%	2.29%	2.12%	1.08%	2.37%	-1.17%	-6.22%	-4.25%	-4.59%
7 Box Butte	1.45%	1.14%	-2.52%	-4.82%	6.08%	6.08%	-4.76%	-1.96%	-2.37%
8 Boyd	0.93%	-0.16%	0.16%	-0.66%	1.91%	0.04%	-0.88%	-0.64%	-0.79%
9 Brown	9.60%	8.57%	3.51%	0.84%	3.09%	-8.06%	-0.26%	1.77%	1.15%
10 Buffalo	3.15%	1.97%	3.91%	1.72%	5.26%	-4.20%	-7.12%	0.10%	-0.97%
11 Burt	2.70%	2.05%	9.71%	8.62%	7.49%	6.60%	-4.55%	-2.45%	-2.63%
12 Butler	17.98%	10.65%	-32.39%	-38.85%	46.90%	46.90%	-2.90%	0.52%	-1.06%
13 Cass	5.56%	4.29%	2.47%	1.85%	2.36%	2.36%	2.42%	4.17%	3.42%
14 Cedar	1.84%	0.78%	2.74%	-0.87%	1.07%	-2.06%	-1.14%	-0.47%	-0.85%
15 Chase	5.26%	4.29%	0.27%	0.00%	2.03%	2.03%	-2.54%	-1.00%	-1.18%
16 Cherry	1.43%	-0.35%	1.21%	0.39%	1.66%	1.66%	-1.14%	-0.67%	-0.93%
17 Cheyenne	4.19%	3.51%	1.89%	1.09%	-3.50%	-4.61%	-6.27%	-1.42%	-1.80%
18 Clay	10.94%	10.11%	-0.06%	-0.38%	9.27%	7.38%	-3.96%	-1.49%	-1.66%
19 Colfax	13.83%	12.89%	9.93%	4.01%	26.81%	12.67%	-4.38%	1.39%	0.34%
20 Cuming	8.19%	7.19%	12.29%	10.75%	19.42%	11.85%	0.60%	3.07%	2.54%
21 Custer	2.74%	-0.49%	1.47%	0.81%	5.49%	5.49%	-6.42%	-4.26%	-4.74%
22 Dakota	4.22%	3.88%	7.62%	2.11%	-0.20%	-0.20%	0.13%	3.60%	2.22%
23 Dawes	0.65%	0.44%	15.10%	14.57%	2.51%	-0.53%	-0.82%	1.58%	1.37%
24 Dawson	9.53%	9.14%	0.56%	-0.06%	1.32%	-4.62%	-8.56%	-1.79%	-2.11%
25 Deuel	13.53%	12.89%	0.08%	0.08%	12.43%	12.43%	-1.59%	1.98%	1.86%
26 Dixon	4.62%	4.17%	1.27%	1.19%	0.23%	-1.50%	-4.43%	-2.56%	-2.68%
27 Dodge	8.87%	7.79%	-0.41%	-3.89%	7.65%	0.47%	0.37%	4.10%	3.04%
28 Douglas	8.31%	7.10%	8.20%	7.37%	208.22%	199.60%	0.06%	8.29%	7.20%
29 Dundy	1.68%	0.86%	1.08%	1.08%	2.57%	0.37%	-1.02%	-1.35%	-1.45%
30 Fillmore	2.78%	1.33%	1.24%	0.11%	-0.26%	-2.77%	-2.03%	-1.27%	-1.56%
31 Franklin	3.70%	2.43%	-1.04%	-1.34%	1.57%	0.08%	-1.98%	-1.32%	-1.50%
32 Frontier	0.71%	0.17%	-12.77%	-12.77%	14.80%	13.65%	-4.47%	-3.09%	-3.22%
33 Furnas	1.85%	1.05%	4.42%	2.88%	-0.16%	-0.41%	-2.04%	-1.11%	-1.31%
34 Gage	2.84%	1.22%	2.30%	1.60%	8.78%	8.78%	-3.05%	-0.35%	-0.96%
35 Garden	2.46%	1.70%	14.85%	4.98%	5.51%	-0.62%	0.55%	1.17%	0.74%
36 Garfield	5.31%	3.78%	-2.55%	-2.93%	6.79%	1.96%	-2.43%	-0.55%	-1.00%
37 Gosper	0.47%	-0.23%	6.71%	2.16%	0.69%	-6.09%	-2.59%	-1.68%	-1.99%
38 Grant	2.06%	-1.37%	0.00%	0.00%	-0.85%	-0.85%	0.11%	0.27%	-0.04%
39 Greeley	1.37%	0.20%	2.92%	-0.15%	1.57%	-1.41%	-2.16%	-1.75%	-2.01%
40 Hall	4.71%	3.94%	8.36%	2.34%	60.31%	59.31%	-11.97%	1.67%	-0.10%
41 Hamilton	5.93%	3.26%	0.90%	-0.08%	3.19%	1.57%	-2.64%	-0.38%	-1.07%
42 Harlan	5.95%	4.27%	1.51%	0.87%	6.06%	3.35%	-4.32%	-2.18%	-2.55%
43 Hayes	0.07%	-0.24%	0.35%	-0.17%	1.93%	-1.03%	-5.27%	-4.62%	-4.74%
44 Hitchcock	4.75%	3.43%	10.36%	6.17%	20.80%	16.71%	-4.96%	-2.74%	-4.17%
45 Holt	0.27%	-0.76%	2.11%	0.93%	3.32%	0.73%	-9.66%	-7.51%	-7.77%
46 Hooker	6.63%	5.73%	5.14%	4.49%	14.63%	7.19%	0.00%	0.89%	0.75%
47 Howard	3.94%	2.08%	1.60%	-0.31%	1.90%	1.90%	-0.49%	0.84%	0.27%
48 Jefferson	1.43%	0.35%	8.44%	7.52%	0.67%	-6.41%	-6.71%	-4.08%	-4.66%
49 Johnson	9.09%	8.15%	34.70%	33.41%	11.94%	11.09%	1.54%	4.47%	4.21%
50 Kearney	7.04%	5.73%	1.45%	0.47%	-0.85%	-1.78%	-12.39%	-7.61%	-7.94%
51 Keith	18.88%	16.72%	9.40%	5.95%	17.34%	15.91%	-3.13%	7.00%	5.82%
52 Keya Paha	1.31%	1.09%	0.00%	0.00%	6.08%	6.08%	-0.11%	0.14%	0.13%
53 Kimball	2.23%	1.29%	2.85%	2.85%	1.13%	-1.49%	-0.71%	-1.48%	-1.77%

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54 Knox	6.15%	4.76%	17.68%	1.52%	18.86%	18.86%	-0.17%	2.14%	1.30%
55 Lancaster	2.28%	0.68%	7.86%	5.23%	-6.99%	-9.28%	-2.99%	3.33%	1.56%
56 Lincoln	6.19%	5.54%	1.80%	0.66%	12.08%	6.23%	-3.68%	1.48%	0.98%
57 Logan	7.24%	7.10%	-0.67%	-1.25%	0.64%	-1.47%	-2.67%	-1.76%	-1.81%
58 Loup	14.55%	9.99%	1.29%	1.29%	1.14%	1.10%	-1.21%	1.07%	0.42%
59 Madison	7.40%	6.21%	19.93%	12.74%	14.71%	4.63%	-5.40%	4.69%	2.86%
60 McPherson	0.19%	-0.38%	-4.06%	-4.06%	0.08%	0.07%	0.10%	0.09%	0.07%
61 Merrick	10.02%	8.20%	16.76%	16.70%	17.57%	13.46%	-10.29%	-2.69%	-3.27%
62 Morrill	5.79%	4.87%	0.72%	-0.12%	1.60%	1.10%	-4.27%	-1.75%	-2.01%
63 Nance	1.43%	0.41%	1.75%	1.32%	-3.92%	-6.95%	-2.34%	-1.77%	-2.03%
64 Nemaha	11.13%	9.80%	-1.97%	-2.21%	17.32%	12.04%	-3.67%	0.32%	-0.11%
65 Nuckolls	2.47%	1.37%	0.44%	-2.94%	2.20%	-0.01%	-8.77%	-6.82%	-7.16%
66 Otoe	3.51%	2.02%	3.08%	1.36%	11.71%	11.71%	-0.98%	1.09%	0.42%
67 Pawnee	9.32%	8.42%	10.54%	0.07%	61.34%	59.24%	0.82%	3.57%	3.05%
68 Perkins	2.81%	2.46%	6.04%	3.07%	8.67%	5.42%	-3.74%	-2.11%	-2.39%
69 Phelps	5.40%	5.07%	3.63%	0.40%	1.99%	-0.08%	-1.37%	0.55%	0.24%
70 Pierce	12.90%	10.97%	3.65%	0.03%	15.71%	15.71%	-6.38%	-1.28%	-1.88%
71 Platte	6.31%	4.54%	5.53%	2.63%	-0.63%	-11.57%	-1.54%	2.60%	1.17%
72 Polk	8.32%	7.43%	2.76%	2.75%	-0.56%	-0.56%	-0.92%	0.57%	0.43%
73 Red Willow	5.53%	4.52%	1.13%	0.07%	8.59%	5.50%	-6.16%	-0.95%	-1.51%
74 Richardson	4.20%	3.47%	2.32%	1.09%	0.33%	0.33%	-2.78%	-1.35%	-1.52%
75 Rock	5.84%	4.09%	-1.95%	-1.96%	1.17%	1.17%	-2.07%	-1.38%	-1.51%
76 Saline	7.33%	5.88%	10.75%	7.91%	1.65%	1.65%	-1.86%	1.51%	0.93%
77 Sarpy	7.07%	4.66%	11.23%	5.35%	1.44%	1.44%	-5.71%	7.82%	4.61%
78 Saunders	9.14%	5.37%	4.25%	3.09%	5.68%	3.10%	-3.46%	2.49%	0.76%
79 ScottsBluff	3.43%	2.96%	4.52%	2.88%	4.70%	4.70%	-2.23%	2.65%	2.01%
80 Seward	6.46%	4.77%	5.67%	1.75%	15.68%	0.97%	-4.83%	0.15%	-0.94%
81 Sheridan	4.36%	3.95%	2.87%	2.87%	-2.04%	-3.44%	0.94%	1.47%	1.37%
82 Sherman	2.88%	2.02%	-4.77%	-5.13%	0.48%	-0.37%	-5.62%	-4.00%	-4.18%
83 Sioux	1.76%	-0.43%	0.02%	0.02%	2.42%	1.22%	-0.38%	-0.10%	-0.34%
84 Stanton	13.84%	12.43%	1.60%	1.10%	15.23%	6.04%	0.04%	3.77%	3.07%
85 Thayer	11.99%	10.57%	2.46%	1.70%	20.62%	16.29%	-5.56%	-2.63%	-2.93%
86 Thomas	5.65%	5.02%	18.55%	17.05%	1.68%	1.68%	-0.32%	1.01%	0.89%
87 Thurston	5.72%	5.21%	2.26%	-0.43%	0.09%	-0.47%	-6.91%	-4.94%	-5.08%
88 Valley	8.36%	6.29%	0.43%	0.10%	-1.82%	-1.82%	-8.31%	-4.85%	-5.21%
89 Washington	8.64%	7.13%	4.52%	2.88%	0.77%	0.77%	-5.49%	3.48%	2.47%
90 Wayne	10.13%	8.67%	39.02%	0.55%	-1.76%	-2.94%	-3.31%	2.10%	-0.64%
91 Webster	3.57%	2.58%	-11.54%	-11.54%	26.98%	26.95%	-5.49%	-3.78%	-3.91%
92 Wheeler	6.80%	5.16%	4.83%	4.54%	4.38%	-1.74%	2.80%	3.11%	2.73%
93 York	5.69%	4.49%	1.92%	1.57%	0.08%	-1.81%	0.24%	1.54%	1.22%
<b>State Totals</b>	<b>6.16%</b>	<b>4.70%</b>	<b>7.41%</b>	<b>4.93%</b>	<b>8.18%</b>	<b>4.95%</b>	<b>-3.51%</b>	<b>2.57%</b>	<b>1.50%</b>

**State-Wide Five-Year Historical Percent Change in Real Property**

Year	Residential & Recreational % change	Residential & Recreational % change excl. growth	Commercial & Industrial % change	Commercial & Industrial % change excl. growth	AgOutbldg & FarmsiteLand % change	AgOutbldg & FarmsiteLand % change excl. growth	Total Agricultural Land % change	Total Real Property % change	Total Real Property % change excl. growth
2020	6.16	4.70	7.41	4.93	8.18	4.95	-3.51	2.57	1.50
2019	7.32	5.58	7.45	5.05	changed display 2020		-3.77	2.62	1.48
2018	5.40	3.66	6.94	4.70			-2.77	2.04	0.96
2017	6.50	4.88	5.82	3.39			-0.15	3.34	2.30
2016	4.85	3.12	3.74	1.28			6.29	5.32	4.20

## **5045 Student Fees**

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

### **A. Definitions.**

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

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

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

## **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

## **3. Personal or Consumable Items.**

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

## **4. Materials Required for Course Projects.**

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

## **5. Extracurricular Activities.**

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

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

Student activity card (covers admission to all extracurricular events)	\$30.00
Student participation fee (required of all students who participate in athletics and/or other extracurricular activities)	\$0
Future Business Leaders of America	\$100.00
National Honor Society	\$100.00
Cheerleading, Drill Team, Flag Corps  Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be:	\$350.00
Football  Students must provide their own football shoes, undergarments, and mouthguards	\$0
Golf  Students must provide their own golf shoes, undergarments, and clubs	\$0

Softball	
Students must provide their own shoes, gloves, and undergarments	\$0
Track, Volleyball, and Wrestling	
Students must provide their own shoes and undergarments	\$0
Science Club	\$50.00
Art Club	\$50.00
Future Farmers of America	
Students must purchase their own jackets and pay dues	\$200.00
Industrial Technology Classes	\$200.00
Spanish Club	\$50.00

**6. Post-Secondary Education Costs.**

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

**7. Transportation Costs.**

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

The maximum dollar amount of the transportation fee charged by this district shall be \$100.00.

### **8. Copies of Student Files or Records.**

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

The district will charge a fee of \$0.15 per page for reproduction of student records.

### **9. Participation in Before-and-After-School or Pre-Kindergarten Services.**

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$0.

### **10. Participation in Summer School or Night School.**

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$0.

### **11. Charges for Food Consumed by Students.**

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

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

- **Breakfast Program – Grades PK-12**
  - Regular Price \$2.05
  - Reduced Price \$0.30
  
- **Lunch Program – Grades PK-6**
  - Regular Price \$2.95
  - Reduced Price \$0.40
  
- **Lunch Program – Grades 7-12**
  - Regular Price \$3.05
  - Reduced Price \$0.40

**12. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

<p><b>Band</b></p>	<p>The school will provide students with an instrument, along with supplies to maintain and play the instrument. Instruments will be supplied on a first come, first serve basis based on available inventory.</p> <p><b>Band Uniforms:</b> The school will provide band uniforms, shoes, and hats free of charge to high school students.</p> <p><b>Stage Band:</b> The school will provide a stage band t-shirt. Students must provide black shoes, black socks, and black pants.</p>
<p>Swing Choir</p>	<p>Students must purchase outfits and shoes selected by the sponsor</p>

	and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.00
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**13. Contributions for Junior and Senior Class Extracurricular Activities.**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$25.00.

**C. Waiver Policy.**

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

**D. Distribution of Policy.**

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

**E. Voluntary Contributions to Defray Costs.**

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

district are directed to clearly communicate that fact to students, parents and patrons.

**F. Fund-Raising Activities**

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

**G. Student Fee Fund.**

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

Adopted on: 1-14-2019

Revised on: 6-8-2020

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

## 5018

### Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NSCAS assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
  - a. Building principals may excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

- b. State Assessments

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

- c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of

students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 12-10-2018

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

Reviewed on: 6-8-2020

## **5057**

### **District Title I Parent and Family Engagement Policy**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

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

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

improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

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

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 1-14-2019

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

Reviewed on: 6-8-2020

**2002**  
**Organization of the Board, Board Officers, Check Signing, and**  
**Committees**

1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

a. President

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

b. Vice President

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

c. Secretary

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

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

d. Treasurer

- i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer.
- ii. The treasurer may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized.

3. Signing and Authorizing Checks, Warrants, and other Instruments.

- a. Unless otherwise delegated by the board, the president and secretary of the board shall sign checks, warrants, and other instruments of the district.
- b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.
- c. The board delegates that the vice president or treasurer may sign any warrant in the absence of either the president or the secretary.

#### 4. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
  - i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
  - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
  - iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

#### 5. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
  - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;

- ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
- iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
- iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
- v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
  - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
  - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a

project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event;
- viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

## 6. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
  - i. A member submits his or her formal resignation from the board.
  - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
  - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
  - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: 7-9-2018

Revised on: 6-8-2020

Reviewed on: 2-10-2020

## 3039

### Threat Assessment and Response

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

#### 1. Definitions

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

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## **2. Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

## **3. Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent of schools, building principals, school counselors, and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

## **4. Threat Assessment Investigation and Response**

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

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

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

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

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

## **5. Communication with the Public about Reported Threats**

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

## **6. Coordination with the Crisis Team After Resolution of Threat**

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

Adopted on: 9-10-2019

Revised on: 6-8-2020

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

## **3046 Animals at Schools**

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

### **I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES**

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

### **II. SERVICE ANIMALS**

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

**Service Animal.** A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

**School District Inquiries.** School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

**Procedural Requirements.** The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

**Request.** A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

**Health and Vaccination.** The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

**Control.** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

**Exclusion or Removal from School.** A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

**Allergic Reactions.** If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

**Supervision and Care of Service Animals.** The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

**Extra Charges.** The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

**Damage to School Property and Injuries.** The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

**Miniature Horses.** Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

**Service Animal in Training.** This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

**Denial of Access and Grievance.** If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

### **III. THERAPY ANIMALS**

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

**Therapy Animal.** A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

**Therapy Animal Standards and Procedures.** The following requirements must be satisfied *before* a therapy animal will be allowed in school buildings or on school grounds:

**Request.** An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used. When a request to bring a therapy animal to school is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

**Training and Certification.** The Owner must submit training and certification information requested by the Superintendent or his or her designee. Any certification required by the school district must remain current at all times.

**Health and Vaccination.** The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

**Control.** A therapy animal must be under the control of the Owner at all times.

**Identification.** The therapy animal must have appropriate identification identifying it as a therapy animal.

**No Disruption.** The therapy animal must not disrupt the educational process by any of its behaviors.

**Health and Safety.** The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

**Supervision and Care of Therapy Animals.** The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

**Authorized Area(s).** The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

**Insurance.** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

**Exclusion or Removal from School.** A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries.** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Other Therapy Animals.** Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: 6-10-2019

Revised on: 6-8-2020

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

## **3056 Guest Speakers**

The school board recognizes that guest speakers with demonstrated expertise in areas of interest to the school district and its students may enrich the students' educational experiences. The school district has adopted this policy to ensure that the messages provided by outside speakers do not conflict with school district policies, the fundamental values of a public school education, or the legal limitations placed on public school districts. Individuals who wish to invite a guest speaker must follow the procedures outlined below.

**Classroom or School-Sponsored Activity Guest Speakers.** Teachers or activity sponsors who desire to invite a guest speaker to address his or her class or activity members must:

1. Research the guest speaker, have a clear understanding of the guest speaker's purpose and message, and determine that the speaker's message complies with the school district's policies and fundamental values.
2. Complete a Guest Speaker Request Form and submit it to the building principal at least **14 days** prior to the proposed appearance.
3. Notify the main office of name, time, and date of the guest speaker's appearance (if the request is approved).
4. Notify parents of the name, time, date, and topic and summary of the presentation at least **7 days** days before the presentation (if the request is approved).
5. Require the guest speaker to submit a copy of any visual or written materials to the employee at least 24 hours prior to any presentation. The employee shall submit the materials to the principal upon receipt.
6. Prepare students in advance for the experience.
7. Inform the guest speaker that students or employees may ask challenging questions or offer differing viewpoints.
8. Terminate the presentation if the speaker fails to limit his or her remarks to the subject on which he or she has been invited to speak.
9. Remain with the speaker and students to facilitate and monitor the discussion.

10. Provide appropriate follow-up activities and education.

**Assembly Speakers.** Employees who desire to invite a guest speaker to address staff or students at an assembly must follow the identical procedures outlined above. In addition, the employee must submit the Guest Speaker Request Form to the superintendent at least **14 days** prior to the proposed appearance and the speaker submitted materials upon receipt.

**Request Consideration.** The administrator(s) must research the guest speaker and determine that the speaker's message complies with the school district's policies and fundamental values. If it does not comply, the administrator will reject the request. If it does comply, the administrator shall then consider the following factors when approving or denying the request:

1. The guest speaker's ability to appropriately and adequately address the topic with the students based upon the speaker's education, training, expertise, or other qualifications.
2. The materials submitted by the guest speaker.
3. The educational value to students of the presentation.
4. The relevance of the presentation to the class, activity, or school's educational mission.
5. Whether the topic of the presentation is appropriate for the students' ages and level of maturity.
6. Whether the speaker has a history of providing factual information in a fair and balanced manner or if he or she has previously advocated for a particular position or espoused personal opinion, bias, or partisanship.
7. Whether the speaker's proposed presentation is consistent with the fundamental values of a public school education and/or encourages the fundamental values, habits, or manners of civility.
8. Whether the speaker's proposed presentation will satisfy the Nebraska Department of Education's accreditation, curriculum, or standards requirements or recommendations.

The administrator shall notify the employee of his or her decision.

**Controversial Issues.** If the employee or administrator determine that the guest speaker's topic or presentation is partisan or controversial but will still be of benefit to the students, (1) the employee and administrator will work

with the guest speaker to develop a plan that will allow the issue to be presented in an objective and unbiased manner and/or (2) the employee and administrator will develop a plan that will allow opposing viewpoints to be presented. The employee will notify students and their parents at least **7 days** in advance of the nature of the presentation. If a student does not wish to attend a controversial presentation, the employee will either excuse the student from attending or provide an alternative assignment.

**Other Requirements.** The inviting employee or appropriate administrator may interrupt or stop the presentation if it violates this or any other school policy.

Adopted on: 6-8-2020

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

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

## **4003 Drug Policy Regarding Drivers**

**Policy Statement.** Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

**Designated Contact.** The school district has designated **the superintendent or the head of maintenance** as the individuals any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management. **The superintendent or the head of maintenance** may be contacted at 402-645-3326.

**Covered Drivers.** Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

**Covered Workday.** A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or

receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**Prohibited Conduct.** No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

**Types of Testing.** Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

**Refusal to Submit to Testing.** A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

**Consequences for Violations.** Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall include

the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

**Return to Duty Process.** A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

**Disqualification.** Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

**Pre-employment Testing.** All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

**Reasonable Cause Testing.** The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

**Post-Accident Testing.** A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

**Serious Injury to the Driver.** If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain

hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

**Random Testing.** All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

**Frequency of Random Testing.** Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

**Testing Procedure.** All urine specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

**Medical Resource Officer.** All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's

previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

**Confidentiality.** Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

**Retesting.** An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: 10-8-2018

Revised on: 6-8-2020

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

## **4062 Locker Room Supervision**

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are

met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Adopted on: 6-8-2020

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

Amended on: \_\_\_\_\_

## **5016 Student Records**

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is PowerSchool.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be

limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: 12-10-2018

Revised on: 6-8-2020

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

## **5035 Student Discipline**

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

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

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

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

### **Short-Term Suspension**

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: determined per incident.

### **Emergency Exclusion**

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

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

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

### **Long-Term Suspension**

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

### **Expulsion**

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

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school

function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually

violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

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

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately

to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

### **Reporting Requirement to Law Enforcement**

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

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

Adopted on: 1-14-2020

Revised on: 6-8-2020

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

## **5054 Student Bullying**

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

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

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. **Students can use the district’s anonymous platform Safe Schools Alert to make this report.** Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

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

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the

educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

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

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

**Policy Review.** The school district shall review this policy annually.

Adopted on: 1-14-2019

Revised on: 6-8-2020

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

## **6020 Multicultural Education**

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

**Philosophy, Mission, and Program Goals.** The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

**District Guides, Frameworks, or Standards.** Appropriate district staff and/or committee(s) will review the school district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

**Selecting Appropriate Instructional Materials.** Appropriate school district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the school district's multicultural education program.

**Providing Staff Development.** Appropriate school district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with school district and program goals.

**Periodic Assessment.** Appropriate school district staff and/or committee(s) will periodically review the school district's multicultural education program by reviewing the criteria in this policy to assess whether the school district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

**Annual Status Report.** The superintendent will provide the board with a

report on the status of the school district's multicultural education program annually.

Adopted on: 3-11-2019

Revised on: 6-8-2020

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

## 6021

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

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

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 60 miles of the building of the district where the child attends when driving by ordinary public roadways.
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.
6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services

recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.

7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: 3-11-2019

Revised on: 6-8-2020

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

## **6033 Restraint and Seclusion of Students**

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

### **Definitions**

*Physical restraint* refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

*Mechanical restraint* refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

*Chemical restraint* refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

*Seclusion* refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

## **Use of Restraint and Seclusion**

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

### **[Option A: Most Aggressive Approach]**

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy as reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

### **[Option B: Aggressive Approach]**

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy:

- as reasonably necessary where the student's behavior risks causing physical harm to self, others, and property;
- in accordance with the student's IEP, Section 504, or behavior intervention plan; *or*
- as otherwise prescribed, recommended, or suggested by a medical or related services provider.

### **[Option C: Conservative Approach]**

The use of mechanical restraint is strictly prohibited. The use of physical restraint and seclusion is permitted in a manner consistent with this policy as reasonably necessary where the student's behavior risks causing physical harm to self or others.

## **Procedures**

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;
- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

## **Recording and Reporting**

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

## **Training**

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Adopted on: 3-11-2019

Revised on: 6-1-2020

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

## Collaborative Plan Addressing Barriers to Attendance

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

Building Assignment: \_\_\_\_\_

Classroom/Homeroom Teacher: \_\_\_\_\_

Number of student absences at time of meeting: \_\_\_\_\_

What are the primary reasons the student has been absent:

Based on that information, meeting participants considered the following issues:

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to restorative justice practices or services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: \_\_\_\_\_

### Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff:

Steps to be taken by student:

Steps to be taken by parent/guardian:

Steps to be taken by third parties:

Parent/Guardian\*: \_\_\_\_\_

Student: \_\_\_\_\_

Attendance Officer: \_\_\_\_\_

Social Worker or School Administrator: \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Notice to family: Nebraska law requires students to be in attendance at school 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. Nebraska law also requires school officials to investigate any possible violation of this requirement.

***Please note that if your student accrues more absences than are allowed by the board of education's policy, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

Parent/Guardian\*: \_\_\_\_\_

Student: \_\_\_\_\_

*\*If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.*

**Guest Speaker Request Form  
Classroom or School-Sponsored Activity**

Teacher/Sponsor: \_\_\_\_\_

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

Class/Activity: \_\_\_\_\_

Proposed Date and Time: \_\_\_\_\_

Speaker: \_\_\_\_\_

Speaker Affiliation: \_\_\_\_\_

Purpose and Message of Presentation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Speaker Qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have read school district policy regarding guest speakers and have complied or will comply with all of its requirements.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

**Guest Speaker Request Form  
Assembly**

Teacher/Sponsor: \_\_\_\_\_

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

Proposed Date and Time: \_\_\_\_\_

Speaker: \_\_\_\_\_

Speaker Affiliation: \_\_\_\_\_

Purpose and Message of Presentation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Speaker Qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have read school district policy regarding guest speakers and have complied or will comply with all of its requirements.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

## **5001 Compulsory Attendance and Excessive Absenteeism**

### **Required Attendance**

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

### **Mandatory Attendance Age**

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

### **Exceptions**

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

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

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

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

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

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

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

## **Attendance Officer**

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

## **Excused Absences**

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

### **Excessive Absenteeism**

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

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

Adopted on: 12-10-2018

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

Reviewed on: 6-8-2020

**Disenrollment of Five-Year-Old Child  
Attendance Affidavit of Parent/Guardian and Student**

I, \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_, and have legal authority to make education decisions regarding the student. My child resides in the \_\_\_\_\_ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) \_\_\_\_\_, is five years old, and will not reach the age of six years old prior to January 1 of the \_\_\_\_ - \_\_\_\_ school year. I am disenrolling my child pursuant to section 79-201 of the Nebraska statutes and district policy. I understand that my student whose enrollment is discontinued using this form shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Printed Name of parent or guardian: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Signature of student: \_\_\_\_\_

(not required if the student is too ill to attend)

COUNTY OF \_\_\_\_\_)

STATE OF NEBRASKA

) ss.  
)

Signed in my presence and sworn to this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public

**Alternative Educational Arrangements for Six-Year-Old Child  
Attendance Affidavit of Parent/Guardian and Student**

I, \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_, and have legal authority to make education decisions regarding the student. My child resides in the \_\_\_\_\_ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) \_\_\_\_\_, is six years old, and will not reach the age of seven years old prior to January 1 of the \_\_\_\_ - \_\_\_\_ school year. I am not enrolling my child this school year because:

**Please check one of the following:**

\_\_\_\_ The child is participating in an education program that I believe will prepare the child to enter grade one for the following school year.

\_\_\_\_ I intend the child to participate in a school which has elected or will elect, pursuant to section 79-1601 of the Nebraska statutes, not to meet accreditation or approval requirements; and I intend to provide the Commissioner of Education with the required statement to that effect on or before the child's seventh birthday.

Printed Name of parent or guardian: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Signature of student: \_\_\_\_\_

(not required if the student is too ill to attend)

COUNTY OF \_\_\_\_\_)

STATE OF NEBRASKA

) ss.  
)

Signed in my presence and sworn to this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public



## Collaborative Plan Addressing Barriers to Attendance

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

Building Assignment: \_\_\_\_\_

Classroom/Homeroom Teacher: \_\_\_\_\_

Number of student absences at time of meeting: \_\_\_\_\_

What are the primary reasons the student has been absent:

Based on that information, meeting participants considered the following issues:

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to restorative justice practices or services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: \_\_\_\_\_

### Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff:

Steps to be taken by student:

Steps to be taken by parent/guardian:

Steps to be taken by third parties:

Parent/Guardian\*: \_\_\_\_\_

Student: \_\_\_\_\_

Attendance Officer: \_\_\_\_\_

Social Worker or School Administrator: \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

Notice to family: Nebraska law requires students to be in attendance at school 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. Nebraska law also requires school officials to investigate any possible violation of this requirement.

***Please note that if your student accrues more absences than are allowed by the board of education's policy, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

Parent/Guardian\*: \_\_\_\_\_

Student: \_\_\_\_\_

*\*If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.*

## **5054 Student Bullying**

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

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

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. **Students can use the district’s anonymous platform Safe Schools Alert to make this report.** Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

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

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the

educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

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

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

**Policy Review.** The school district shall review this policy annually.

Adopted on: 1-14-2019

Revised on: 6-8-2020

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

# Southern Public Schools

## 2020-2021 Contingency District Calendar

**July—2020**

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

**August—2020**

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

**September—2020**

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

**October—2020**

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

**November—2020**

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

**December—2020**

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

- September—2020**
- 4-9 Teacher In-Service (No School)
  - 7 Labor Day
  - 10 First Day of Classes

- October—2020**
- 12 Teacher In-Service (No School)
  - 22 Early Dismissal (1:20/1:30 p.m.)  
Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
  - 23 Fall Break (No School)
  - 30 Teacher In-Service (No School)

- November—2020**
- 1 Standard Time Begins
  - 6 End of First Quarter (39 Days)
  - 9 Second Quarter Begins
  - 26-27 Thanksgiving Break (No School)

- December—2020**
- 22 Early Dismissal (1:20/1:30 p.m.)
  - 23-31 Winter Break (No School)

- January—2021**
- 1 Winter Break (No School)
  - 4 Teacher In-Service (No School)
  - 22 End of Second Quarter (44Days)
  - 25 First Day of Third Quarter

- February—2021**
- 11 Early Dismissal (1:20/1:30 p.m.)  
Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
  - 12 Teacher In-Service (No School)

- March—2021**
- 5 Spring Break (No School)
  - 12 Spring Break (No School)
  - 14 Daylight Savings Begins

- April—2021**
- 1 End of Third Quarter (46 Days)
  - 2-5 Spring Break (No School)
  - 6 Fourth Quarter Begins

- May—2021**
- 7 Spring Break
  - 25 Last Day for Seniors
  - 29 Graduation (5:00 p.m.)
  - 31 Memorial Day

- June—2021**
- 9 Early Dismissal (1:20/1:30 p.m.)  
End of Fourth Quarter (45 Days)
  - 10 Teacher In-Service (No School)

**January—2021**

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

**February—2021**

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

**March—2021**

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

**April—2021**

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

**May—2021**

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

**June—2021**

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

**Key:** Blue Font (Single Underline) = Late Start or Early Dismissal  
 Red Font = Holidays/Non-Contract Days (No School)  
 Red Font (Strikethrough) = Teacher In-Service (No School)  
 [ ] = First/Last Day of the Quarter

**Note:** Any/all mechanical or weather related loss of school time will be made up at the discretion of the Board of Education and/or the Superintendent.  
 Student Instructional Days **174**  
 Teacher Contract Days **182**

# Southern Public Schools

## 2020-2021 Contingency Preschool Calendar

### July—2020

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

### August—2020

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

### September—2020

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

### October—2020

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

### November—2020

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

### December—2020

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

### September—2020

- 4-9 Teacher In-Service (No School)
- 7 Labor Day
- 10 First Day of Classes

### October—2020

- 12 Teacher In-Service (No School)
- 22 Early Dismissal (1:20/1:30 p.m.)
- Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
- 23 Fall Break (No School)
- 30 Teacher In-Service (No School)

### November—2020

- 1 Standard Time Begins
- 6 End of First Quarter (32 Days)
- 9 Second Quarter Begins
- 26-27 Thanksgiving Break (No School)

### December—2020

- 22 Early Dismissal (1:20/1:30 p.m.)
- 23-31 Winter Break (No School)

### January—2021

- 1 Winter Break (No School)
- 4 Teacher In-Service (No School)
- 22 End of Second Quarter (36 Days)
- 25 First Day of Third Quarter

### February—2021

- 11 Early Dismissal (1:20/1:30 p.m.)
- Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
- 12 Teacher In-Service (No School)

### March—2021

- 5 Spring Break (No School)
- 12 Spring Break (No School)
- 14 Daylight Savings Begins

### April—2021

- 1 End of Third Quarter (40 Days)
- 2-5 Spring Break (No School)
- 6 Fourth Quarter Begins

### May—2021

- 7 Spring Break
- 31 Memorial Day

### June—2021

- 9 Early Dismissal (1:20/1:30 p.m.)
- End of Fourth Quarter (37 Days)
- 10 Teacher In-Service (No School)

### January—2021

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

### February—2021

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

### March—2021

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

### April—2021

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

### May—2021

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

### June—2021

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

**Note:** Any/all mechanical or weather related loss of school time will be made up at the discretion of the Board of Education and/or the Superintendent.  
 Student Instructional Days **145**  
 Teacher Contract Days **182**

**Key:** Blue Font (Single Underline) = Late Start or Early Dismissal  
 Red Font = Holidays/Non-Contract Days (No School)  
 Red Font (Strikethrough) = Teacher In-Service (No School)  
 [ ] = First/Last Day of the Quarter