

DISTRICT ANNUAL REPORT

The superintendent or designee shall annually prepare a written report informing the public of the following areas of district characteristics and student achievement results:

- Student demographics, including enrollment by grade and site, number of students receiving free or reduced meals and number of special education students.
- District financial information including levy, total budget, valuation per pupil, per pupil costs and local, state and federal revenue.
- Student academic performance including results of standardized tests, average g.p.a. for elementary and secondary students, graduation rates and dropout rates.

The annual report shall be communicated to the public by mailing to all district residents.

Legal Reference: NDE Rule 10.005.02
 NDE Rule 10.010.01

Cross Reference: 1001 Principles and Objectives for Community Relations
 1004 Press, Radio and Television News Media
 1005 Public Participation in the School District

Approved 8-15-2011 Reviewed 12-15-14/1-8-18/3-8-21 Revised _____

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 9:00 a.m. to 3:00 p.m. Monday through Friday, except for holidays and recesses.

Records defined by law as confidential records shall be viewed or copied upon receipt of written permission by the administration office from the person or entity whose confidential records are being requested. Lacking such permission, the superintendent will issue a written denial of the request.

Persons wishing to view the school district's public records shall contact the central administration office and make arrangements for the viewing. The office personnel will make arrangements for viewing the records as soon as practicable, and within 4 business days if possible.

Persons wanting copies may be assessed a fee for the copies not to exceed the actual costs. If the estimated cost of the records exceeds \$50.00, the office will obtain an advance deposit equal to the estimated cost. Records will not be made available in any form in which that record is not already maintained or produced. Persons making requests to use their own copying equipment must make arrangements satisfactory to the administration office.

It shall be the responsibility of the administration office to maintain accurate and current records of the school district. It shall be the responsibility of the office to respond in a timely manner to requests for viewing and receiving public information of the school district. If the office is unable to provide the requested records within 4 business days, the secretary will issue a written explanation with a revised date for completion, an estimate of cost, and allow the requester to modify or prioritize the information request.

Legal Reference: Nebraska Statutes 84-712.0 et seq.

Cross Reference: 507.01 Student Records Access

Approved 8-15-2011 Reviewed 12-15-14/1-8-18/3-8-21 Revised _____

MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president shall be the spokesperson for the board, and the superintendent shall be the spokesperson for the school district. It shall be the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district shall direct their inquiries to the superintendent. The superintendent shall accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Approved 8-15-2011 Reviewed 12-15-14/1-8-18/3-8-21 Revised _____

PUBLIC COMPLAINTS

The board recognizes that concerns regarding the operation of the school district will arise. The board further believes constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The board also places trust in its employees and desires to support their actions in a manner that frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning programs or practices should be governed by the following principles:

- where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;
- complaints should both be investigated and, if possible, resolved expeditiously;
- complaints should be dealt with courteously and in a constructive manner; and,
- individuals directly affected by the complaint should have an opportunity to respond.

The board, consistent with its board policy-making role, will deal with complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted. Complaints regarding employees or complaints by students will follow the more specific policies 403.05 and 504.01 respectively.

When a complaint requiring attention is received by the board or a board member it will be referred to the superintendent. After all of the channels have been exhausted, any complainant wishing to appeal to the board shall appeal in writing. However, the board will only directly consider appeals dealing with policies, procedures and programs. Any complaints involving employee issues will be passed on to the board's legal counsel to determine whether district policies and procedures were followed by the administrator in attempting to resolve the conflict.

Cross Reference: 204.12 Public Participation at Board Meetings
 403.05 Public Complaints about Employees
 504.01 Student Due Process Rights
 606.03 Objection to Instructional Materials

Approved 8-15-2011 Reviewed 12-15-14/1-8-18/3-8-21 Revised _____

PARENTAL INVOLVEMENT IN THE SCHOOLS

It is the policy of the district to provide full access to the parent of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable.

The following activities will also be included in the board's plan for parental involvement:

1. The board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;

2. The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
3. The board will build the schools' and parents' capacity for strong parental involvement;
4. The board will coordinate and integrate parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
5. The board will conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
6. The board will involve parents in Title I activities.

The parent or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.

This policy is adopted following a public hearing to receive public comments and suggestions.

Legal Reference: Neb. Statute 79-530 to 533
 No Child Left Behind, Title I, Sec. 1118, P.L. 107-110

Cross Reference: 507.01 Student Records Access
 606.03 Objection to Instructional Materials
 610.02 Test or Assessment Administration
 611.01 Student Progress Reports
 611.04 Parent Conferences
 1002. District Annual Report
 1005.01 Public Complaints

7-16-12/7-15-13/7-21-14

Approved 8-15-2011 Reviewed 12-15-14/1-8-18/3-8-21 Revised _____

VISITORS TO SCHOOL

The Board encourages parents and other district citizens to visit the school and classrooms at any time to observe the work of students, teachers and other employees. All visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival and request authorization to visit elsewhere in the building.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. The board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. Children who wish to visit school must be accompanied by a parent or responsible adult.

It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee shall act to cease the inappropriate conduct.

The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. In this paragraph, "without custody" means the parent lacks joint legal custody under Nebraska law.

The district may restrict the use of its buildings and grounds or restrict access to school property by issuing no trespassing commands and/or stay away/no trespassing letters when deemed necessary by the superintendent when any individual or group:

1. is determined to present a risk to the safety of others,
2. presents a disruption to the learning environment,
3. fails to follow proper check-in and identification procedures, or
4. does not have a legitimate purpose to be present on school grounds or activities.

In the event a person prohibited by this or other board policies is on district property or is attending a district-sponsored event, the superintendent or building principal will tell the person he or she must leave and will notify the person they are not permitted back on district property, except if their presence is required by the district.

The superintendent or building principal may contact the proper legal authorities if necessary to enforce this policy and may file a report or sign a complaint on behalf of the district.

Legal Reference: Neb. Statute 79-8,100

Cross Reference: 1004 Press, Radio and Television News Media

Approved 8-15-2011 Reviewed 12-15-14/1-8-18/3-8-21 Revised _____

PUBLIC CONDUCT ON SCHOOL PREMISES

No person on district property will:

- Injure or threaten to injure another;
- Damage the property of another or of the district;
- Violate parking regulations;
- Drive a vehicle in an unsafe manner;
- Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, principal or other authorized administrator;
- Enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district officials;
- Possess an unauthorized loaded or unloaded firearm or any other instrument used as a dangerous or deadly weapon as defined in law and Board policy;
- Consume, sell, give or deliver unlawful drugs including drug paraphernalia and alcoholic beverages;
- Smoke or use tobacco products;
- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;
- Willfully violate other district rules and regulations designed to maintain public order on school property.

Spectators are permitted to attend extracurricular activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities or at other spectators will not be tolerated.

- Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of extracurricular activities will not be tolerated.
- The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future extracurricular activities.

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school district's order, law enforcement authorities will be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends an extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution.

Persons having no legitimate purpose or business on district property or violating or threatening to violate the above rules may be ejected from the premises and/or referred to law enforcement officials.

Student participants and district appointed sponsors involved with school board and/or school approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice, competitions, and extracurricular events as is expected in the classroom. School district representatives and students are responsible for maintaining sportsmanship behavior, exhibiting ethical conduct, and demonstrating integrity. The board encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process as well as all segments of the community. This includes administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

The board has adopted the following Spectator Code of Sportsmanship Behavior, Ethics, and Integrity.

It is the responsibility of the spectator to:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.

8. Obey the instructions of school employees and officials supervising the extracurricular activity.

Cross Reference: 506 Student Activities
 903 08 Vandalism
 1006 Use of District Facilities and Equipment

Approved 8-15-2011 Reviewed 12-15-14/1-8-18/3-8-21 Revised _____

DISTRIBUTION OR POSTING OF MATERIALS

In order to prevent undue interruption of school time, personnel and resources, distribution or posting of non-school-related materials is prohibited in district schools and on district property at all times.

The facilities, the staff or the students of the district shall not be used in any manner to advertise or promote commercial, cultural, organizational or other nonschool interests except that the district may:

1. Utilize films and other instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the building principal;
2. Cooperate through announcements and distribution of program material with nonprofit community organizations that supplement the school program when such cooperation will not interfere with the school program;
3. Permit participation on a student option basis in essay, art, science and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program;
4. Release promotional material for nonschool athletic and cultural events only through appropriate school departments;
5. Accept limited advertising on extracurricular activity schedules and programs at the discretion of the principal of the school involved;
6. Permit other exceptions when, in the judgment of the superintendent, students of the district will benefit. The superintendent may, at his/her option, refer specific cases to the board for decision.

Signs and Banners: Signs and banners will be allowed in or upon buildings and other district facilities only with the prior written approval of the administration with consideration for the health, safety and welfare of staff and students.

The following guidelines shall be applied in considering requests to display signs or banners:

1. Signs and banners on sticks require special authorization;
2. Signs and banners fastened to any structure of a building or structures immediately adjacent to an open space shall not be allowed without specific prior written permission;
3. Signs and banners presenting recognizable health or safety hazards are prohibited;
4. Signs and banners presenting false information shall be prohibited.
5. Signs and banners may be removed at the discretion of the administration.

Cross References:	504.03	Student Conduct
	504.08	Freedom of Expression
	506	Student Activities
	604.10	Academic Freedom

Approved 8-15-2011 Reviewed 12-15-14/1-8-18/3-8-21 Revised _____

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES AND EQUIPMENT

The Board desires to cooperate with other district agencies and community organizations by making available school facilities and certain specified items of equipment or services when doing so will not be in conflict with the educational program. The superintendent of schools has the final authority to waive any charges for the use of the gym when the activity has a direct benefit to the youth of the Neligh-Oakdale School District. Other local group as shall be permitted to use the school gym. To this end school facilities will be made available to community organizations:

<u>New Gym</u>	<u>Old Gym</u>	<u>Group and Purposes</u>
\$ 25.00	\$ 15.00	Local civic or religious group, (Non-profit)
75.00	50.00	Commercial: Day or Night
100.00	75.00	Commercial: Day and Night

The kitchen shall be available only for school activities.

Town Teams.

1. A representative from each town team must meet with the principal and activities director.
2. There will be a deposit of one hundred dollars (\$100.00) for each town team. If there is not any damage caused by members of the town teams, the money will be returned.
3. A monthly schedule of practices and games must be given to the activities director at the beginning of each month.
4. Town teams may use the gym on other nights providing:
 - a. No other activity has been scheduled
 - b. The date is on the monthly schedule given to the activities director.
5. There must be a team roster given to the principal or activities director. When changes are made please report them to the activities director.
6. Any person showing disrespect to school personnel (custodians, teachers, administrators), will lose the privilege of using the gym for six months.
7. School equipment may not be used by any town team, except for the use of the clock.
8. Nobody is to be using the gym after 9:30 p.m.

Gym Use

The new floor was installed for use by Neligh-Oakdale students and in order to help insure the beauty of the court, proper gym shoes are needed for activities.

Any organization using school facilities will be liable for damages caused when using the school's facilities. It is advised that organizations using the school facilities carry appropriate liability insurance against accidental injury.

Kitchen Use

The kitchen may only be used by school sponsored activities. The following policies will be adhered to:

1. Kitchen must be specifically requested. The use of the gym or any other school room, does not automatically grant use of the kitchen
2. Organizations should find out in advance, from the school personnel the time of day they may enter the kitchen, this is usually available between the hours of 2:30 and 3:00 p.m.

Equipment Use

The school silverware, plastic plates, cups, bowls, etc., may be used under the following conditions:

1. All breakage or loss must be replaced.
2. All items listed above must be washed in the dishwasher with a temperature of 180 degrees in rinse.
3. Dishwasher to be used only when supervised by one of the school cooks or substitutes approved by the school administrator.
4. Organizations not using the dishwasher must furnish their own silverware, cups, plates, bowls, etc.
5. If the kitchen is used for cooking purposes, one of the school staff must be on duty to supervise use of kitchen and is to be paid for by people using the kitchen.

All organizations are to furnish their own dish cloths, tea towels, napkins and paper cups.

Electrical appliances, except coffee maker, to be used only by supervisor or one of the school cooks.

Pots, pans, coffee maker, knives (butcher), large spoons, etc., may be used – but must be replaced where found. All garbage is to be disposed of by the organizations using the kitchen.

The kitchen must be left in excellent condition at all times.

One of the school cooks must be present each time the kitchen is used.

School Personnel

School personnel will be assigned duty at school activities by the school administrator.

Legal Reference: Good News Club v. Milford

Cross Reference: 705.02 Usage Fees, Admissions and Royalties
904.02 Lease, Sale or Disposal of School District Buildings
and Sites
1001 Principles and Objectives for Community Relations

Approved 8-15-2011 Reviewed 12-15-14/1-8-18/3-12-18/3-8-21 Revised 2-12-18

SMOKE-FREE ENVIRONMENT

School district facilities, including school vehicles, shall be off limits for smoking. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).

Approved 8-15-2011 Reviewed 12-15-14/1-8-18/3-8-21 Revised _____