PAXTON CONSOLIDATED SCHOOLS
BOARD OF EDUCATION POLICIES

Additions, revisions, coding and indexing, completed December, 1988.


Any other revisions, amendments, additions, will be noted as such on each respective policy henceforth.

ATTACHMENTS:

1. Current negotiated agreement in effect with the local professional organization. (Paxton Education Association)

2. Handbooks
   (a) Parent/guardian/Student
   (b) Faculty
   Approved by the Board of Education, considered policy and guidelines.

ACCORDANCE WITH STATE LAWS

Any items in these Policies, if found to be in conflict with any law of the State of Nebraska, or with any regulation of the State or County Department of Public Instruction, shall be considered null and void, but shall in no way affect other Policies herein adopted.
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SCHOOL DISTRICT LEGAL STATUS

The legal basis for education in the school district of the town of Paxton is vested in the role of the people as expressed in the constitution of the State, the statutes pertaining to education, court interpretation of the validity of these laws and the powers implied in them.

The official name of the district shall be: KEITH COUNTY SCHOOL DISTRICT #6, PAXTON CONSOLIDATED SCHOOLS, IN THE STATE OF NEBRASKA; but for all purposes of business, except where the name is mandatory, PAXTON CONSOLIDATED SCHOOLS may be used as the business title of the district.

Class of School District

The District shall be a school district of the third class as provided by law, the basis of which is reflected as a school district having a population of more than 1000 and less than 150,000 inhabitants, that maintains both elementary and high school grades under the direction of one board. This district shall be a body corporate and possess all the usual powers of a corporation for public purposes and in that name and style may sue and be sued, purchase, hold, and sell such personal and real estate and control such obligations as authorized by law.

Territorial Extent of the District

As a separate governmental entity the boundaries of the School District of Paxton shall not be purposely contiguous with any other governmental unit. Such boundaries may change due to city annexation or by merger with or dissolution of school districts.

Policy adopted: February 20, 1989
THE PEOPLE AND THEIR SCHOOL DISTRICT

The public school belongs to the people. The people govern the school under the rights guaranteed to them by the constitution and statutes of our State. The people exercise their proprietorship through the elective process. They elect state and federal representatives who establish through the Unicameral and the Congress the framework of law within which the schools operate. The people also elect a school board to represent them and to determine local educational policy and to establish publicly endorsed educational goals and objectives. The Paxton Board of Education functions as that agency of the public within this framework.

The Board is mindful that the people are the ultimate governor of public education and that the Board is directly accountable to the people through the elective process. The Board also believes that accountability is a shared responsibility by involving students, teachers and other employees, the Superintendent of Schools and the people themselves as well as the Board of Education. The Board therefore asserts these beliefs and expectations:

Students should be trained at home and by the schools in order that they will learn to hold themselves accountable for their own lives, actions and decisions as maturing members of a representative republic society.

Teachers should hold students accountable for achieving, (within the limits of each student’s ability) the objectives of each learning experience.

The Superintendent should hold teachers and other employees accountable for working with diligent effort and with intelligence and imagination in achieving the objectives directly related to their stated job responsibilities.

The Board should appoint the most suitable person available to hold the position of Superintendent of Schools and should hold him or her accountable for providing creative professional leadership and counsel in all aspects of the school district program.

The Board should also hold itself accountable for carrying out its mandate to plan, to make policy and to lead in the identification of goals and objectives and the resources necessary for their achievement.

The public should hold itself accountable for maintaining a vigorous stand, concern for, and constructive criticism of the school; for electing the most able men and women available to represent them on the Board of Education and in the State Unicameral and US Congress; and for providing the resources necessary for the Board and staff to accomplish the publicly endorsed goals and objectives of the school district.

Policy adopted: February 20, 1989
ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION

A. Elimination of Discrimination.

The District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Guidance Counselor, 308 North Elm Street, Paxton, NE 69155. (308) 239-4283

Employees and Others: Superintendent, 308 North Elm Street, Paxton, NE 69155. (308) 239-4283

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliations of Employees, Students and Others.

1. Purpose:

The District is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.
Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- Name-calling,
- Teasing or taunting,
- Insults, slurs, or derogatory names or remarks,
- Demeaning jokes,
- Inappropriate gestures,
- Graffiti or inappropriate written or electronic material,
- Visual displays, such as cartoons, posters, or electronic images,
- Threats or intimidating or hostile conduct,
- Physical acts of aggression, assault, or violence, or
- Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- Unwelcome sexual advances or propositions,
- Requests or pressure for sexual favors,
- Comments about an individual’s body, sexual activity, or sexual attractiveness,
- Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol,
- Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.
All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. **Anti-retaliation:**
The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. **Grievance (or Complaint) Procedures:**
Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators. Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. **Level 1 (Investigation and Findings):**
Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged
harasser from having any contact with the alleged victim pending the result of the District’s investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District’s investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

The District’s investigation will include, but is not limited to:

- Providing the parties with the opportunity to present witnesses and provide evidence.
- An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students’ education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- A summary of the facts,
- Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

**ii. Level 2 (Appeal to the Superintendent):**

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

**iii. Level 3 (Appeal to the Board):**

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education within **five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board’s determination, and any actions taken, will be final on behalf of the District.
4. **Confidentiality:**
The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. **Training:**
The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. **Designated Compliance Coordinators:**
Designated compliance coordinators will be responsible for:
   a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
   b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
   c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
   d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
   e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
   f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.

i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.

j. Recommending changes to this policy and grievance procedure.

k. Performing other duties as assigned.

7. **Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District’s website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District’s anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Any person having inquires concerning the District’s compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA) or section 504 is directed to contact the Office of the Superintendent, PO Box 368, Paxton, NE 69155-0368 (308) 239-4283.

Policy adopted: February 20, 1989
MULTICULTURAL EDUCATION

It is the policy of the District system to utilize the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern day United States of America by observing the following objectives:

1. To select materials and methods that will eliminate bias and stereotype in our schools.

2. To conduct in-service programs for our staff that will help them to understand a MULTICULTURAL approach and to reflect it in their teaching and administrative duties.

3. To encourage all students to grow in self-esteem, and to understand and develop their academic and human potential.

4. To guard against the grouping of students that reflect racial, ethnic language, or cultural bias.

Policy adopted: February 20, 1989
STATEMENT OF PHILOSOPHY

The Paxton Consolidated Schools have been established by this community for the purpose of developing efficient and responsible citizens. To accomplish this purpose, the District seeks to provide those educational experiences, which will assist each pupil to discover individual needs, interests and abilities, and to develop to the greatest individual potential. To achieve this implies that the student will acquire knowledge to develop skills, attitudes, interests, appreciation and insights which will enable him or her to live effectively in a representative republic and to make a maximum contribution to the improvement of society.

Policy Adopted: February 20, 1989
MISSION STATEMENT

The mission of the Paxton Consolidated School District is to empower and foster a community of lifelong learners.

BELIEF STATEMENT

WE BELIEVE

1. That the school system will be dedicated to excellence.
2. That an effective school organization produces a better education.
3. That constructive and effective communication is essential to the success of the school.
4. That all students deserve the equal opportunity to learn and experience success through various academic and co-curricular activities.
5. That students should be given the opportunity to enhance their own skill level.
6. That high quality education requires a commitment of the district’s financial resources.
7. That people are our most valued/valuable resource.
8. That effective leadership is essential in all aspects of a high quality school.
9. That we will put a high value on meaningful continuing education for faculty and staff.
10. That all students deserve an opportunity for a high quality education to achieve future success.
11. That all students deserve a secure environment conducive to learning.
12. That there will be an atmosphere of mutual respect and concern of self and others.
13. That we will provide each student with necessary tools to become a productive member of a rapidly changing technological society.
14. That we will develop citizens who respect the unique cultural heritage and racial diversity of our global community.
15. That it is essential an involved community of parent/guardians and patrons is committed to high standards.

Policy adopted: February 20, 1989
March 21, 2011, November 16, 2015
GOALS FOR EDUCATION

The following goal statements were developed through the process of self study and evaluation:

Pupils will demonstrate:

COMMUNICATION SKILLS
   Learning is based upon a mastery of communication skills; reading, writing, listening and observing non-verbal communication. Communication is largely a process whereby a common understanding is sought between two or more people.

MATH SKILLS
   Students in the District should attain those necessary mathematical skills essential to each individual’s lifetime needs.

CREATIVITY
   The District will give each student valued education opportunities to discover and develop creative talents.

SELF-DIRECTED LEARNING
   Educational experiences and opportunities are to be provided for all students to help them acquire skills of self-directed learning in preparation for the future. In self-directed learning experiences, students gain knowledge through their own initiative by assuming responsibility with a minimum of guidance.

PERSONAL MANAGEMENT
   Personal management is the development of skills in determining and achieving goals that are suited to an individual’s potential and limitations. This management of resources involves the processes of value clarification and decision making.

CIVIC COMPETENCY AND RESPONSIBILITY
   Education for civic competency and responsibility involves the acquisition of both the attitudes and specific skills necessary for effective, productive involvement in community affairs.

PROBLEM-SOLVING SKILLS
   Problem-solving skills enable a student to approach a problem confident in his/her ability to make a decision. Problem-solving skills involve recognizing, exploring, and manipulating the elements of the problem, searching for meaningful principles that aid in discovering the solution, and adapting available resources in a variety of ways.

Policy adopted: February 20, 1989
PHYSICAL AND MENTAL HEALTH
Develop activities and attitudes which promote physical fitness and emotional well being.

SELF-WORTH
Self-worth is the development of a positive self-concept, an awareness of value as a member of society; an appreciation of strengths, and a recognition of weaknesses.

CITIZENSHIP
Citizenship is the acquisition and practice of constructive habits, attitudes and skills which are necessary for the understanding and appreciation of our country’s rights, responsibilities, and privileges.

HUMAN RELATIONSHIPS
Respect and accept the dignity and worth of each person as a unique human. Acceptable human behavior should promote and maintain effective communication and interaction involving a love of fellow man, open-mindedness, acceptance and toleration, respecting the dignity of man and personal rights and responsibilities as an individual.

CULTURAL UNDERSTANDING
Cultural understanding is realization that culture is the accumulated tradition or the entire way of life of a given group of people, sub national, national, supranational or international. Cultural understanding includes a knowledgeable awareness and acceptance of the wide variety of cultural patterns existing throughout the larger community of man.

CONTINUING EDUCATION SKILLS
Continuing Education is the life-long process in which the individual strives to grow mentally, socially, emotionally, and physically to cope with daily problems in a changing society.
Students Will Explore:

SCIENCES, ARTS, HUMANITIES
Science, Fine Arts, and Humanities are the expressions of man. These expressions define individual beliefs, attitudes, values and intellect in regard to these disciplines.

CAREER PREPARATION
Career preparation is training in general attitudes, basic skills, and work habits adaptable to most occupations and professions to earn a living. It is the district’s aim to provide every student with necessary skills and knowledge to compete successfully in the world of work.

ENVIRONMENTAL QUALITY
All life is dependent upon natural resources. In order that these resources may be conserved, one needs to acquire: (1) Skills in the care, improvement, and preservation of our natural environment, (2) Values and appreciation’s of the natural world.

ECONOMIC UNDERSTANDING
Economic understanding is knowing how goods and services are produced and distributed in the various sectors of the economy. The basic elements of our economy are natural resources, capital, labor and technology. Also included is a working understanding of the monetary system. An effective participant in the free enterprise system analyzes economic values and priorities and then manages personal and societies monetary resources to best meet individual and societal needs.

FAMILY LIVING
Family Living is the interaction among members living together. Responsibility and satisfaction within the group results from the development of the wholeness of self and concern for others.

LEISURE TIME
Leisure time is that time that is free from required work. A worthy use of this time would be any pursuit which would provide an ample amount of rewarding and acceptable activities.
Educational Experience Will Feature And Plan For:

STUDENT INVOLVEMENT

Student Involvement means students actively participate in a variety of learning experiences, individual and collective, inside and outside and classroom and the school. Students share--with the teachers and parent/guardians--the responsibility for planning, decision-making and evaluation of these experiences.
PAXTON CONSOLIDATED SCHOOLS PERFORMANCE

Paxton Consolidated Schools exist for the purpose of educating the youth of the community so that they may take their place as productive citizens. It is therefore appropriate that the parent/guardians and patrons of the district periodically be provided information about student and school performance, as they have a great interest in being assured that future generations are properly educated.

Reporting of student and school performance will provide accountability to the patrons and parent/guardians of the district and serve as a catalyst for school improvement. The desire to better inform the public may create additional opportunities for future students and enhance public support for the District.

The District’s Administration will annually prepare and distribute to the Board and the general public a written report which describes the school’s success in meeting local goals. The report will include a summary of results of assessments or studies required by Rule 10, Regulations and Procedures for the Legal Operation of Schools:

All test scores will be kept confidential and no identification of individual students will be reported.

Policy adopted: July 16, 1990
POLICY ON TEXTBOOK LOANS
TO CHILDREN ENROLLED IN PRIVATE SCHOOLS

It shall be the policy of Paxton Consolidated Schools to make available upon request to private school children residing within the district or as may be entitled pursuant to Rules and Regulations to borrow such textbooks as may be lawfully purchased and lent to private school children as herein set forth pursuant to statute. This policy meets the requirements required by Rules, Regulations and Procedures for the Legal Operations of Schools.

On or before December 1 of each year, a list of textbooks designated for use in the district during the current year along with a list of any new textbooks that the district has determined will be used during the next school year shall be prepared. Such list shall be kept current and maintained in the Superintendent’s office or in such other place as the Board may designate where the lists may be viewed during the regular business hours of operation of the district. Such list shall be available for reproduction to interested parties at a reasonable cost.

Any parent/guardian wishing to borrow textbooks pursuant to this policy shall on or before the January 15th next preceding the school year for which the application is made submit to the Board of Education or the administrator a separate application for each child for whom application for loan of a textbook is being made. The application shall be made on the form prescribed by the Department of Education. If application is timely made under this policy, such application shall be processed and acted on in accordance with Rules and Regulations.

On or before August 15 next preceding the commencement of the school year for which the loan of textbook is being made, textbooks to be lent pursuant to this policy shall be made available to the parent/guardian of any private school student enrolled in Kindergarten through grade 12 in such private school which is approved for continued legal operation pursuant to Rules and Regulations. In the event there are an inadequate number of textbooks of a particular subject on grade level to fill all of the requests approved by the Board pursuant to this policy, textbooks shall be distributed to parents/guardians of private school students herein referred to on the basis of a random drawing.

Textbooks lent pursuant to this policy shall be returned by no later than 15 days following the last day of class held in this district for the school year of the textbook loan. The administrator or his designee (Board President or his designee) shall receive the returned books and shall assess them for damage beyond normal wear and tear. If any book is damaged or if any book lent under this policy is lost, stolen, or not returned, the parent/guardian who receipts for such book shall be responsible to pay the reasonable cost of repair or replacement for each book receipts for by such parent/guardian.

All books purchased by the district pursuant to Rules and Regulations with funds provided for that purpose shall be separately identified. The district shall maintain an inventory for such books separate from other textbooks owned by the district. Such inventory shall be available for public inspection during regular business hours of the school district.

Funds received for the purchase of such books as well as funds expended on such books along with any funds received by the district by way of payment for damage or loss to any books lent pursuant to this policy shall be accounted for separately, provided however, that the funds herein referred to need not be kept in a separate account so long as the source of the funds and the amount of expenditure of such funds can be readily identified.
The school shall maintain an adequate supply of application forms and receipt forms as prescribed by Rules and Regulations and shall maintain such forms once executed by a parent/guardian in a separate file. Such files shall be maintained for a period of ______ years.

Policy adopted: July 16, 1990
ANNUAL REVIEW OF DRUG FREE SCHOOL & COMMUNITY PROGRAM
BOARD POLICY

It shall be the policy of the District to review annually its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The Superintendent shall undertake such study as is deemed appropriate to determine whether the program of the District as hereinabove referred to is accomplishing its intended goals. If the Superintendent determines that changes are necessary or desirable in the program, the Superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the District.

Adopted: August 20, 1990
INSTRUCTION

Assessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in September, 2015;
- Science standards that were adopted by the State Board in September 2017; and
- Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards to be adopted by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does supersede the Language Arts standards previously adopted by the Board of Education.

Policy Adopted: November 16, 2009
Policy Reviewed and Revised: October 21, 2013, August 17, 2015, November 16, 2015, July 16, 2018
RECORDING OF OTHERS

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent of the person or persons being recorded or whose image or sound is being transmitted. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Date of Adoption: July 16, 2018
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BOARD POLICY

SCHOOL CALENDAR

The Board of Education will annually adopt a school calendar designed to meet the provisions included in Board Policy, State Statute, and the rules and regulations of the Nebraska State Board of Education. The Superintendent of Schools or designee is responsible for designing a calendar to accommodate all of the planned experiences and activities the school district provides.

The Board of Education recognizes that the instructional program includes classes, athletics, activities, contests, assemblies, clubs, recess, field trips, passing time, and other planned instructional activities. The Board further recognizes that from time to time these compete for the attention of individual students and professional staff. The Superintendent of Schools will periodically assess the delivery system for the program if necessary. It is the intent of the District to minimize conflict and provide a balanced program of academic studies and other instructional activities within the total educational program.

DISTRICT #6 HOUR INSTRUCTIONAL PROGRAM POLICY

The minimum number of instructional hours in the school year will be determined according to Rule 10 regulations in force during the current school year. Instructional time will include classroom time, passing time, and recess, and will exclude lunch time, parent/guardian-teacher conferences, and other dismissals of the entire student body.

Time that students are absent from school, for which the school assumes sponsorship in interscholastic activities to participate in curriculum contests, workshops, or field trips is directly related to the curriculum and will be counted as instructional time. Examples of such absences may include, but not be limited to, district music contests, science fairs, math contests, leadership workshops, speech contests, convocations, practices for special music programs and field days.

Maximum effort will be made to eliminate absences for extra-curricular activities for which the school assumes sponsorship in conference activities, and in activities sponsored by the Nebraska School Activities Association.

Also additional instructional hours are scheduled during the year that will amount to more than the hours lost for extra curricular activities. Example: 180 days scheduled at six hours and forty-six minutes equals 1218 hours.

Time that students are absent from school for activities that are not school sponsored will not be counted as instructional time and is governed by district attendance policies.

Nebraska School Law
ADMINISTRATIVE REGULATION

The calendar for the succeeding school year will be developed within the guidelines of Board Policy, Administrative Regulations, State of Nebraska Statutes and the Rules and Regulations of the Nebraska State Board of Education.

The calendar will provide time for the emergency closing of school due to heat, cold, snow and other emergencies. As the calendar is developed, efforts will also be made to plan breaks that coincide with holidays.

The proposed calendar for the succeeding school year should be submitted by the Superintendent of Schools in February, reviewed by the Board of Education at their regular meeting in March, and adopted by the Board by April 15.

Policy adopted: February 20, 1989
Policy amended: July 16, 1990
Reviewed: July 15, 1996
Reviewed & Revised: December 16, 2002
BOARD OPERATIONAL GOALS

The Board through its mode of operation should seek to achieve the following goals:

1. To concentrate the Board’s collective effort on its policy making and planning responsibilities.

2. To formulate Board policies which best serve the educational interests of each student.

3. To provide the Superintendent with sufficient and adequate written guidelines for implementing Board policies.

4. To maintain effective communication with the public the Board serves and with staff and students in order to maintain awareness of attitudes, opinions, desires, and ideas.

5. To conduct Board business openly, soliciting and encouraging broadly based involvement in the Board’s decision making process by public and staff.

Policy adopted:  February 20, 1989  
Reviewed:         July 15, 1996  
Reviewed & Revised:  December 16, 2002  
SCHOOL BOARD LEGAL STATUS

Section I, Article 7, of the Nebraska Constitution provides as follows: “The Legislature shall provide for the free instruction in the common schools of this state of all person between the ages of 5 and 21 years. The Legislature may provide for the education of other persons in educational institutions owned and controlled by the state or a political subdivision thereof.” The State Legislature fulfills this responsibility by enacting laws to regulate the schools, providing a portion of the funds needed for operating the schools, and delegating the immediate control of the schools to the Boards of Education elected within the local District.

The Board, therefore, is an agency of the state with powers delegated to it by the Legislature or by clear inference. It is responsible for carrying out certain mandatory laws and shall consider and accept or reject the provisions of other permissive laws. In all cases where the state laws do not provide or prohibit, the Board shall consider itself the agent establishing and appraising the educational activities of the district and be responsive to the desires of the majority of the citizens of the district.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996, December 16, 2002
BOARD MEMBER AUTHORITY

Because all powers of the Board of Education lie in its action as a group, individual board members exercise their authority over district affairs only as they take action at a legal meeting of the Board.

In other instances, an individual board member, including the chairman, shall have power only when the board, by vote, has delegated authority to him or her.

It shall be the policy of the Board of Education to make its members, the district staff, and the public aware that only the board has authority to take official action.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996, December 16, 2002
SCHOOL BOARD ELECTIONS

The Board of Education shall consist of six (6) members elected at large by the qualified voters of the School District in a manner prescribed by law under the provision pertaining to a Class III District.

The term of regularly elected members of the Board of Education shall begin with the first Thursday after the first Tuesday in January succeeding their election. The term of office for members is four (4) years as prescribed by statute.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
Reviewed & Revised: December 16, 2002
BOARD MEMBER QUALIFICATIONS AND REMOVAL FROM OFFICE

In addition to the legal and residency requirements for running for election as a member of the school board, it would be desirable that members of the Board of Education have a genuine interest in and devotion to public education, a willingness to give time and effort to the work, a capacity for understanding people, and the ability to work cooperatively with others.

A vacancy shall exist on the school board by the death, resignation, removal from office, or removal from the district of the incumbent, by his/her absence from the district for a continuous period of 60 days at one time or by his/her absence for more than two consecutive regular meetings of the board unless excused by the majority of remaining members of the board.

No member of the Board of Education shall be employed as a teacher by the Paxton School District.
SELECTION TO FILL BOARD VACANCY

To enhance fairness and objectivity in appointing a person to fill a board vacancy created by the resignation of a current member, the Board of Education, at a public meeting and through the media, will invite for consideration the applications or nominations of any legally qualified member of the district who might have an interest in serving on the board. All those named as possible candidates will receive a letter from the board president with a candidate information sheet to be completed and returned by the candidate, if interested, to the board by a specified date. Candidates will be encouraged to seek additional information from the board members regarding time and responsibility requirements of board service. After names of interested candidates are announced, additional input will be accepted from any patron of the district either directly in writing to the president or at a public meeting. Candidates will be evaluated on the basis of how well they represent the entire community and their commitment to student welfare. The Board may request personal interviews with candidates. All candidate information sheets will be screened by each board member at a public meeting.

Policy Adopted: February 20, 1989
Reviewed: July 15, 1996
Reviewed & Revised: December 16, 2002
CANDIDATE INFORMATION SHEET

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<th>Last Name</th>
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<th>Initial</th>
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Business Address _____________________ Telephone ___________________

Home Address _________________________ Telephone ___________________

Email Address __________________________

Occupation __________________________ No of Yrs in District _________

Schools Attended __________________________

Do you have any children in school? ______ Ages and Grades __________________

Have you worked on any school committee or participated in any school activities recently? List: ____________________________________________________________

Other Community or business activities _______________________________________________

Why would you want to be a school board member? _________________________________

What do you see as the basic purpose of the public schools? _______________________

What is the role of the school board in the fulfillment of that purpose? ______________
What could be done to help improve communications and relationships among the board, staff, students, parent/guardians and community?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What should be the relationship between the board members and the administration in the handling of school concerns?

________________________________________________________________________

________________________________________________________________________

In what area of function as a board member would you have a particular interest or skill (public relations, budget, negotiations, evaluation, long-range planning, facilities, policy, etc.)?

________________________________________________________________________

________________________________________________________________________

What do you see as the strengths of the Paxton Public School District?

________________________________________________________________________

________________________________________________________________________

What do you see as the areas most needing improvements in the Paxton Public School District?

________________________________________________________________________

________________________________________________________________________

*Additional information
BOARD MEMBER OATH OF OFFICE

School Board Members before taking office shall take and sign the following oath or affirmation:

I,_____________________, do solemnly swear that I will support the constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservations, or for purpose or evasions; and that I will faithfully and impartially perform the duties of the office of member of the Board of Education of the School District of Paxton according to law, to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or this State by force or violence; and that during such time that I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States of this State by force or violence. So help me God.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
Reviewed: December 16, 2002
BOARD ORGANIZATIONAL MEETING

The annual meeting for the election of officers of the Board of Education shall be held at the regular meeting in January. The Board shall elect from its members a President, Vice-President, a Secretary and a Treasurer at this meeting, prior to conducting any new business.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
Reviewed & Revised: December 16, 2002
RESPONSIBILITIES OF THE BOARD

The Board of Education is the legal governing body of the District and has full control over the many phases of its operations. To fulfill this obligation, it shall determine the various policies which govern the operation of the District and shall charge its chief executive officer, the Superintendent of the District, with the responsibility of operating the District within the framework of its established policy. Specifically, its duties shall be to:

1. Hire Superintendent and evaluate.
2. Adopt policies for the administration of the District.
3. Determine the scope of educational offerings and service.
4. Approve and adopt an annual budget for the operation of the District and the retirement of bonds.
5. Approve the contract of all certificated employees after considering the recommendations of the Superintendent.
6. Approve the prescribed duties of all employees after considering the recommendations of the Superintendent.
7. Adopt regulations for the accounting of all District funds.
8. Determine salary scales, term of contracts, daily and weekly hours, fringe benefits and conditions of employment of all certificated employees.
9. Approve salaries and/or wages of all classified employees after considering recommendations of the Superintendent.
10. Set policies on school entrance, dismissal, promotion, graduation and the school term.
11. Provide for the construction and the maintenance of adequate facilities to carry out the District program.
12. Provide for an insurance program for the protection of District property.
13. Continually review and evaluate established policy and the manner in which it is executed, making revisions as are necessary and appropriate.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
Reviewed & Revised: December 16, 2002
OFFICERS OF THE BOARD

The Board shall elect at its first meeting each year one of its members to serve as President and one to serve as Vice-President, Secretary, and Treasurer.

The President shall preside at all meetings of the Board and shall call special meetings as required. The President shall sign all official documents which require the signature of the President and shall perform other duties as prescribed by law or these by-laws.

In the absence of the President or in the event of the death or inability or failure to act, the Vice-President shall perform the duties of the President and, when so acting, shall have all the power of the President.

If the President and Vice-President are absent at a duly called meeting at which a quorum of the Board is present, the ranking member present in terms of continuous service on the Board shall preside.

A Secretary shall be selected by the Board, who may be a member, or any other employee of the Board.

A Treasurer shall be selected by the Board from among its membership.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
Reviewed & Revised: December 16, 2002

DUTIES OF OFFICERS

PRESIDENT

The President of the Board of Education, in addition to duties prescribed by law, shall exercise such other powers as properly pertain to the office or as may be delegated by the Board. Following are some specific points regarding the President:

1. The President shall be elected at the organizational meeting held each year.

2. The President shall, from time to time bring before the Board such matters as, in his/her judgment, may require the attention of the Board. The President shall also see the rules of the Board are properly enforced.

3. The President shall appear on behalf of the District in all actions brought by or against the District, unless individually by a party.

4. The President shall exercise such powers as may be delegated by the Board Members, appoint committees as are deemed necessary, shall negotiate all matters of business not taken care of by other members of the board.
5. The President shall act for the Board in all emergencies requiring action before the Board can be assembled, shall be ex-officio member of all committees. At each meeting the President shall report all the official action taken since the last meeting. Preside at all meetings.

SECRETARY

The following duties are the responsibility of the Secretary of the Paxton Public School District. Some of the duties may be assigned.

1. The District Secretary shall be elected at the annual re-organizational meeting of the Board in January and shall serve for one term of one (1) year.

2. The Secretary shall attend to the signatures of the President and such other Board Members as are necessary to all contracts and documents, and shall keep said papers in a safe place.

TREASURER

The Treasurer is the custodian of the monies of the District. The Treasurer shall give bond as prescribed by law, with the cost of the bond being paid by the District. The Treasurer shall keep an accurate record of all monies received and disbursed. The Treasurer shall issue no warrant in payment of a claim against the District until such claim has been duly authorized by the Board and has been duly signed by the Secretary and countersigned by the President.
BOARD COMMITTEES

The Board may authorize the President to appoint such select committees as are deemed necessary. The functions of committees shall ordinarily be fact-finding, deliberative, and advisory, and the report shall be made to the Board of Education for discussion and action. In so far as possible, announcement of committee meetings will be made at meetings of the Board, and the time and place of the meetings incorporated into the minutes for purposes of public announcement.

Standing committees may be appointed by the Board Chairman, to serve for no longer than the ensuing organizational meeting of the Board unless reappointed.

Although subject to revision each calendar year, the following standing committees are currently structured to provide assistance in the deliberations of Board actions:

1. Committee on Building and Grounds - It will be the primary duty of the Committee on Building and Grounds to review in detail all action items regarding building and grounds presented at each monthly meeting and make appropriate motions for their approval or modification at the regular meeting of the entire board.

2. Committee on Transportation - It will be the primary duty of the Committee on Transportation to review regular transportation action items presented at each monthly meeting and make appropriate motions for their approval or modification at the regular meeting of the entire Board.

3. Committee on Personnel and Finance - It shall be the primary duty of the Committee on Personnel and Finance to review those regular personnel and negotiation action items presented at each monthly meeting and make appropriate motions for their approval or modification at the regular meeting to the entire Board. This committee will also serve as the Board representatives regarding negotiations with certified staff and may make recommendations to the Board concerning rates of pay for non-certified staff.

4. Committee on Instruction and American Civics - It will be the purpose of the Committee on American Civics to meet the statutory responsibilities of Nebraska School Law (LB 399). The Instruction committee will review as appropriate all textbooks adoptions, recommendations for the establishment of curriculum, and all the matters as appropriate which affect the curriculum and instruction of this school district. Standing Committee on American Civics

It shall be the policy of the District that the Committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of the District that the Committee on American Civics shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Policy adopted: February 20, 1989
SCHOOL BOARD MEETINGS

The Board of Education shall officially transact all business at a legal meeting of the Board. The President shall start all meetings promptly at the appointed hour. The Board may hold various types of meetings including:

1. Regular meeting - the usual official legal action meeting each month held in accordance with appropriate statutes and no later than the third Monday of each month.

2. Special meetings - an official legal action meeting called between the scheduled regularly meetings. These special meetings may be called to enable the Board to concentrate and take action on a single problem or set of problems or to enable the Board to take emergency action between meetings.

   Special meetings will be called by the Board as a whole, by the President, or by the Superintendent of Schools, or a written request of a quorum of Board members. Such meetings shall be announced in advance with agendas published as noted and the requirements of these policies concerning regular Board meetings.

OPEN MEETINGS

Regular and special meetings of the Board are open to the public and the order of business at any meeting shall include an opportunity for individuals or groups to address the Board on non-agenda items. No action will be taken by the Board on such subjects unless the items are of an emergency nature. The Board is not obliged to act on any requests unless they have been properly submitted. It is recommended that individuals or groups addressing the Board be limited to 5 minutes.

Persons wishing to place an item on the agenda may do so by filing a written request with the Superintendent 24 hours prior to the regular scheduled meeting.

AGENDA ITEMS

Individuals or groups shall have the opportunity to address the chairman of the Board requesting permission to speak on agenda items during the public forum. It is recommended that an individual or representative of a group be limited to five minutes.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
EXECUTIVE (CLOSED) SESSIONS

The Board of Education may hold a closed session during public meetings as allowed by provisions of the Open Meetings Act.

The Board of Education recognizes these policies shall not apply to chance meeting or attendance at or travel to conventions or workshops at which there is no meeting of the Board of Education then intentionally convened and there is no vote or other action taken regarding any matter over which the Board of Education has supervision, control, jurisdiction or advisory power.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996

NOTIFICATION OF BOARD MEETINGS

The Board of Education will give reasonable advanced publicized notice of the time and place of each meeting by (publishing notice thereof in the Keith County News newspaper) and (posting notice thereof in the following locations: US Post Office, Hehnke’s Store, local Bank). Such notice shall be transmitted to all members of the public body and to the public. The posted notices 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 office of the Superintendent during normal business hours. Except for items of an emergency nature, the agenda shall not be changed later than 24 hours before the scheduled commencement of the Board meeting. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting. Copies of all notices published in the Keith County News and posted in public places shall be obtained from the Keith County News for each notice published and shall be retained with the minutes of the meeting.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
EMERGENCY MEETINGS

When it is necessary to hold an emergency meeting without reasonable advanced publicized notice, the nature of the emergency shall be stated in the minutes and any formal action taken at such meeting shall pertain only to the emergency. Such emergency meetings may be held by the means of electronic or telecommunication equipment. In the event an emergency meeting is held the secretary or other designee of the Board of Education shall make reasonable efforts to provide notification to the members of the news media. The secretary or other designee of the Board of Education shall maintain a list of the news media requesting notification of the meetings for this purpose. Notification to news media, pursuant to this policy, shall include the time and place of the meeting and subjects to be discussed at the meeting.

Complete minutes of an emergency meeting shall be kept by the secretary or other designee of the Board of Education specifying the nature of the emergency and formal action taken at the meeting. These minutes shall be made available to the public by no later than the end of the next regular business day.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
AGENDA PREPARATION AND DISSEMINATION

The Superintendent upon consultation with Board President and members of the executive staff shall prepare all agendas for meetings of the Board of Education.

Items of business may be suggested by any Board member, staff member, student, or citizen of the district.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of those members present. Except for items of an emergency nature, the agenda shall not be changed later than 24 hours before the scheduled commencement of the meeting.

The agenda, together with supporting materials, shall be distributed to Board members sufficiently prior to the Board meeting, if at all possible, to permit them to give items of business careful consideration. The Board of Education shall make available at the meeting, for examination and copying by members of the public, at least one copy of the agenda and all reproducible written material to be discussed at an open meeting.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
QUORUM

A quorum shall be four (4) members of the Board. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

RULES OF ORDER

Except as otherwise provided by law, regulation of the State Department of Education, or by the Board, meetings of the Board shall be conducted in accordance with Robert’s Rules of Order, Newly Revised.

PARLIAMENTARIAN

The parliamentarian shall be the attorney appointed by the Board of Education and in his/her absence the secretary of the Board, who shall be well versed in parliamentary procedure, shall function to advise the Board on this matter.

VOTING METHOD

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session. 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 may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the board to be readily seen by the public.

The vote to elect officers of the Board of Education may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

All motions shall be carried by a majority of the members present or as otherwise required by law.
MINUTES

The Board secretary, or other person designated by the Board of Education, shall keep complete records of every meeting of the Board. These minutes shall include, but not be limited to:

1. A statement indicating the time and place that the meeting was held.
2. A listing of the members present and absent.
3. The substance of all matters discussed.
4. Any action taken on any question or motion duly moved and seconded shall be roll call vote of the public body in open session, and the minutes shall state how each member voted, or if the member was absent or not voting.
5. The vote to elect leadership within the Board of Education may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
6. The minutes of all meetings and evidence or documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.
7. Minutes shall be written and available for inspection within ten working days, or prior to the next convened meeting, whichever occurs earlier.
8. The secretary, or other designee of the Board of Education, shall cause to be published either the minutes themselves or a summary of Board proceedings in a legal newspaper published and/or of general circulation in the district, including a list of the claims, arising on contract or tort, allowed setting forth the name of the claimant, the amount and nature of the claim allowed, consisting of not more than ten words in stating the nature of such claim.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
The public shall have the right to attend and the right to speak at meetings of the Board of Education. The public further has the right to videotape, televise, photograph, broadcast, or record all or any part of a meeting of a Board of Education by means of a tape recorder, camera, video equipment, or other means of pictorial or sonic reproduction or in writing. The Board of Education may make and enforce reasonable rules and regulations, in addition to this policy, regarding the conduct of the persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meeting. The Board of Education is not required to allow citizens to speak at each meeting, but the Board of Education shall not forbid public participation of all meetings. The board may designate a specific place on the agenda to accept public input.

The Board of Education shall not require members of the public to identify themselves as a condition for admission to a Board meeting. The Board may, however, require any member of the public desiring to address the Board to identify himself or herself.

Normally, the Board of Education shall hold its regular and special meetings in the Board Conference Room unless otherwise posted. Upon request, the Board of Education shall make reasonable efforts to accommodate the public’s right to hear the discussion and testimony presented at a Board meeting.

Any person who conducts himself or herself in a disorderly manner and persists in such conduct after notice by the president or person presiding may be ordered to withdraw from the meeting. Failure to do so may result in a Class V misdemeanor.
NEWS MEDIA SERVICES AT BOARD MEETINGS

The Board believes one of the paramount responsibilities of the Board of Education is to keep the public informed of its deliberations, policies, and actions. Therefore, the Board encourages the attendance of press representatives at all meetings except executive sessions.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
DUE PROCESS HEARING PROCEDURE

The policy specifically applies only in those instances where a formal due process hearing is required by statute. This policy specifically does not apply to any other person, or to any other situation than is specifically required by statute.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
POLICY ADOPTION

Except for policy actions to be taken on emergency measures, the adoption of board policies shall follow this sequence, which will take place at least at two regular or special meetings of the Board of Education:

1. Announcement and distribution of the proposed policy as an agenda item at a regular or special meeting of the Board of Education.

2. Discussions and final action by the Board may occur during the regular meeting unless postponed by a vote of the Board.

Prior to enactment, all policy proposals shall be titled and coded as appropriate to the subject and in conformance with codification system used in the Board policy manual.

In so far as possible each policy statement shall be limited to one subject.

Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the district.

Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
Revised: February 16, 2000
POLICY DISSEMINATION

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and administrative rules and regulations needed to put them into effect. Accessibility is to extend at least to all employees of the school system, to members of the Board, and to persons in the community with an interest in such policies.

All policy manuals distributed to anyone shall remain the property of the Paxton Board of Education and shall be considered as “on loan” to anyone or any organization in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the school district for purposes of updating.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Funds shall be budgeted annually to support Board development opportunities, individual Board members shall be reimbursed for out of pocket costs accrued during participation in approved activities. The public shall be kept informed about the Board’s continuing in-service education and about programs anticipated for short and long range benefits to our schools.

The Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the Educational Service Units, and State and National School Boards Associations and other educational organizations.

2. District sponsored training sessions for Board members.

3. Subscriptions to publications addressed to the concerns of Board members.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
BOARD COMPENSATION

When warranted, travel expenses; lodging, conference fees, etc. for members of the board may be allowed. Members of the board shall be provided with or reimbursed for their actual and necessary expense incurred while carrying out their duties. Expenses shall be computed at the rate consistent with employee reimbursements.

In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed $50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
SCHOOL BOARD ASSOCIATIONS

It shall be the policy of the Board of Education to consider memberships in the Nebraska State Association of School Boards coupled with any other appropriate professional organizations of the county, state, and nation which exist for the purpose of supporting public education.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
SELECTION AND INSPECTION OF BOOKS

The Board of Education has the right to select books (text), library books, and educational materials that are desirable to the moral, physical, educational, and civic instruction of the students. The term “select” means in this policy, acquisition as well as disposal of materials.

Parent/guardians have the right to inspect all educational materials of the Paxton Consolidated School.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
PAMPHLETS, BULLETINS, POSTERS, ETC.

It shall be the policy of the Board of Education that no religious, political, or controversial materials shall be distributed through the school system or posted on school premises. Any deviation to this policy must be approved by the administration.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
SPEAKERS, ASSEMBLIES, PROGRAMS, ETC.

It shall be the policy of the Board of Education that no religious, political, or controversial speakers, assemblies, or programs be scheduled within the school system. Any deviation to this policy must be approved by the administration.

Policy adopted: February 20, 1989
Reviewed: July 15, 1996
RECOGNITION, AWARDS, MEMORIALS, HONORS

It shall be the policy of the Board of Education to, from time to time, make provisions for meals and refreshments and the granting of plaques and other modest awards when to do so assists Board members, employees, and advisory committees and others engaged in the business of accomplishing the mission, role and goals of the District.

It shall be the policy of the Board to provide flowers and/or other memorials at the funeral services of current or past Boards or staff members, spouses or children. Upon the death of other individuals who have provided services to the District, the decision to provide flowers or memorials shall be at the discretion of the Superintendent.

The Board believes that relationships with staff and the understanding and collegiality among staff, administration and Board members are facilitated and rendered more efficient due to the provisions of this policy.

Adopted: January 20, 2003
CONFLICT OF INTEREST

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

   a. Business with which a board member is associated shall include the following:

      (1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

      (2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or he or she, or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

   b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

2. Contracts with the School District.

   a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district’s regular office hours the proposals considered and the contract awarded.

   b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.

   c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family (parent, spouse, or child) has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

   d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
1. (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;

3.

1. (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and

4.

(3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

3. Contracts with Board Member’s Immediate Family.

a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

   (1) All district employees.

   (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

a. A board member may recommend for employment or supervise the employment of an immediate family member if:

   (1) The board member does not abuse his or her position.

      1) Abuse of official position shall include, but not be limited to, employing an immediate family member:

         (i) who is not qualified for and able to perform the duties of the position;

         (ii) for any unreasonably high salary;

         (iii) who is not required to perform the duties of the position.

      (2) The board makes a reasonable solicitation and consideration of applications for employment.

      (3) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
(4) The board approves the employment or supervisory position.

b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

(1) a public official, public employee, or candidate.

(2) a member of the immediate family of an individual listed in Subparagraph 'a' above.

(3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.

b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.

c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.

d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.

c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.

i. The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.

ii. Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

7. Conflict of Interest Statement

a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

   (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict (Use NADC Form C-2);
   (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district’s public records; and
   (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.

b. The person holding elective office may apply to the commission for an opinion as to whether the person has a conflict of interest.

8. Recordkeeping

a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:

   i. The names of the contracting parties.
   ii. The nature of the interest of the board member in question.
   iii. The date that the contract was approved.
   iv. The amount of the contract.
   v. The basic terms of the contract.
b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

10. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act (“Act”), the Act shall control.

Reviewed on: March 16, 2015
Adopted on: April 20, 2015
Reviewed and Revised on: March 21, 2016
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ADMINISTRATION GOALS

Proper administration of the school is vital to a successful educational program. The general purpose of the district’s administration shall be to coordinate and supervise, under the policies of the Board of Education, the creation and operation of an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The Board shall rely on its chief executive officer, the Superintendent of Schools, to provide professional administrative leadership.

The district’s administrative organization shall be designed so that all divisions and departments of the school district are part of a single system guided by Board policies which are implemented through the district superintendent. Principals and other administrators are expected to administer their units in accordance with Board policies and the district’s rules and procedures. The mere execution of directives, however, cannot by itself be construed as good administration. Vision, initiative, resourcefulness, and wise leadership, as well as consideration and concern for staff members, students and parent/guardians, are essential for effective administration.

The Superintendent of Schools, each principal, and all other administrators shall have the authority and responsibility necessary for his or her specific administrative assignments. The Board shall be responsible for clearly specifying requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent shall be responsible for clearly specifying the requirements and expectations for all administrators, then for holding each accountable by evaluating how well the requirements and expectations have been met.

Policy adopted: February 20, 1989
Reviewed: March 18, 1996
QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Title: Superintendent of Schools

Qualifications:

The Superintendent shall meet the requirements for an administrative certificate as prescribed by the State Department of Education. If not required for that certificate as a minimum these qualifications should include an Educational Specialist certificate, graduate study in school administration, curriculum and supervision; a strong general education background; and minimum of three(3) years of successful teaching experience and successful administrative experience.

Personnel Relationships:

1. The Superintendent is responsible directly to the Board of Education and works in a cooperative staff relationship with all advisory committees created to assist in the operation of this school district.

General Functions:

The Superintendent is the Board’s chief executive officer and the administrative head of all divisions and departments of the school system. It is his/her duty to administer the policies of the Board and provide leadership for the entire school system. The Superintendent is the professional consultant to the Board, and in this capacity makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent provides the initiative, the driving force, and the technical guidance for the improvement of the total program of the school system. The delegation of responsibility and authority for the operation of the various functions of the school system is one of his/her duties. He/She is, however, directly and irrevocably responsible to the Board for all functions of the school, including (a) evaluation; (b) planning; (c) reporting; (d) personnel; (e) coordination; and (f) Board policies.

Policy adopted: February 20, 1989
Reviewed: March 18, 1996
SUPERINTENDENT’S COMPENSATION AND BENEFITS

The salary of the Superintendent, additional benefits, vacation entitlements, and other leave shall be determined at the time of his/her appointment or reappointment and shall be a part of his or her written contract. Additional benefits are explicit in the contract.

Policy adopted: February 20, 1989
ADMINISTRATIVE ORGANIZATION PLAN

The authority of the Board is to be transmitted through the Superintendent along specific paths from person to person as shown by organizational charts for the district prepared and modified at the discretion of the Superintendent of Schools. The lines of authority on the charts represent direction of authority and responsibility. All such charts shall be regarded as visual representations of administrative authority.

Administration Flow Chart attached.

Policy adopted:  February 20, 1989
POLICY IMPLEMENTATION

The policies developed by the Board of Education and the administrative regulations or procedures developed to implement all policies are designed for an effective and efficient school system. In an attempt to ensure equitable and just treatment of all, suggestions for changes in, revisions of, or additions to existing policies and regulations are welcomed from employees, students and the interested public.

All administrators are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented as intended. Continued disregard for Board policy and administrative regulation may be interpreted as willful neglect of duty and may constitute grounds for dismissal.

Policy adopted: February 20, 1989
Reviewed: March 18, 1996
The District will employ the best applicant for each position. It is the policy of the District not to discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, marital status, pregnancy, childbirth or related medical condition, or other protected status.

It is the policy of the District not to discriminate on the basis of sex in any of its education programs, activities or employment policies as required by Title IX of the Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent of Schools.

The District will not discriminate against a qualified individual with a disability in regard to job applications, hiring, advancement, discharge, compensation, training, or other term, conditions, or privileges of employment. The District will make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability unless to do so would impose an undue hardship.

The District may make pre-employment inquiries into the ability of an applicant to perform job-related functions. Medical examinations will be required by the District if required by law or applicable regulation or if the inquiry-corresponds with all applicable law. Applicants will be notified that any job offer is contingent upon a post-offer search for criminal records of the candidate; and, if found a review of such records.

The District will not make inquiry orally or through the use of any pre-employment questionnaire or application of the purpose of unlawfully discriminating in the hiring or promotion of any applicant on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, marital status, pregnancy, childbirth or related medical condition, or other protected status.

There will be no discrimination by school officials against any employee because of membership or activity in an employee organization.

Where required by law or deemed essential by the District, District employees will be duly licensed and/or certified, or will hold a lawful permit.

The district will not enter into an employment contract with a certificated employee who is already under contract with another school district within Nebraska covering a part or all of the same time of performance as the contract with such other district.

Adopted: November 18, 2002, October 15, 2007
Reviewed and revised: April 16, 2012, August 17, 2015, April 18, 2016
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FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are directly dependent on the funding provided and the effective efficient management of those funds. It follows that achievement of a district’s purposes can best be achieved through excellent fiscal management. Further, the Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, state, and federal funds allocated for use in public education, the Board will be diligent in fulfilling its responsibility to see that these funds are used wisely for achievement of purposes for which they are allocated.

It is essential that the district takes specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. These concepts shall be incorporated into Board operations and to all aspects of district management and operation.

In the district’s resource and fiscal management, the Board seeks to achieve the following goals:

1. To engage in thorough advance planning, with broadly based staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.

2. To establish levels of funding, which will provide high quality education for the district’s students.

3. To use the best available techniques for budget development and management.

4. To provide timely and appropriate information to all staff with fiscal management responsibilities.

5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

6. To take into consideration all possible procedures in operation and planning which will lead to conservation of finite resources.

Policy adopted: February 20, 1989
ANNUAL OPERATING BUDGET

The school budget is the legal basis for the establishment of tax rates. It is a legal document which describes programs to be conducted during a given period of time. And it is the operational plan, stated in financial terms, for the conduct of all programs in the school system. The annual school budget process is an important function of school district operations and should serve as a means to improve communications within the school organization and with the residents of the school community.

Public school budgeting for Nebraska schools is regulated and controlled by the Legislative, State Board of Education requirements, and local school board policies.

Fund Accounts

A budget is required for every fund that a school system utilizes in its yearly operation. The designation of such funds shall be determined by appropriate statutes and budgeting instructions from the State Department of Education.

Annual and Long Range Budgeting

Nebraska school systems are required to budget only for a 12 month period of time which includes a fiscal year from September 1 through August 31. Budgets for a period of time greater than one year are desirable and required by the State Board of Education rules on some specific projects and are encouraged for long range planning but such long range budgeting is not presently a requirement of local educational agencies of all fund accounts.

Policy adopted: February 20, 1989
FISCAL YEAR

Pursuant to state law, the fiscal year for this district is September 1 through August 31.

Policy adopted: February 20, 1989
BUDGET PREPARATION, HEARING, ADOPTION

The School Board shall annually prepare a proposed budget statement on forms prescribed and furnished by the auditor. The proposed budget statement shall be made available to the public by the political subdivision prior to publication of the notice of the hearing on the proposed budget statement pursuant to State Statute. A proposed budget statement shall contain the following information, except as provided by state law:

1. For the immediately preceding fiscal years the budgeted revenue and expenditures from all sources, separately stated as to each such source and for each fund, the budgeted unencumbered cash balance of such fund of each fiscal year.

2. For the current fiscal year, the actual and estimated revenue and expenditures from all sources, separately stated as to each source and for each fund, the actual unencumbered cash balance of such fund at the beginning of the year. Such statement shall contain the cash reserve for each funds for each such fiscal year. Such cash reserve projection shall be based upon the actual experience of prior years. The cash reserve shall not exceed the amount allowed by state law.

3. For the immediate ensuing fiscal year, an estimate of revenue from all sources, including motor vehicle tax, other than revenue to be received from taxation of personal and real property, separately stated as to each such source to be allocated to each of the several funds and for each fund the actual estimated unencumbered cash balances, whichever is applicable, to be available at the beginning of the year, amounts proposed to be expended during the year, plus the amount of cash reserve, based on actual experience of prior years which cash reserve shall not exceed the amount allowed by state law.

The estimated expenditures, plus the required cash reserve for the ensuing fiscal year, less all estimated and actual unencumbered balances at the beginning of the year and less the estimated income from all sources, other than taxation, shall equal the amount to be received from taxes and such amount shall be shown on the proposed budget statement. The amount to be raised from taxation, as determined above, plus the estimated revenue from sources other than taxation and the unencumbered balances shall equal the estimated expenditures, plus the necessary required cash reserve for the ensuing year.

The school board shall each year conduct a public hearing on its proposed budget statement. Notice of place and time of such hearing, together with the summary of the proposed budget statement, shall be published at least five days prior to the date set for hearing in the Keith County News. After such hearing the proposed budget shall be adopted or amended and adopted as amended and a written record shall be kept of such hearing. The amount to be received from taxation shall be certified to the levying board after the proposed budget statement is adopted. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of such changes shall be published within 20 days after its adoption in the Keith County News setting forth the items changed and the reasons for such changes.
After publication and hearing on the budget, the school district shall file with and certify to the levying board, on or before September 20th, a copy of the adopted budget statement, together with the amount of tax to be levied. Proof of publication of the budget statement shall be attached thereto.

It is the duty of the levying board to levy and collect the taxes that are necessary to provide the amount of revenue from property taxes as indicated by all of the data contained in the budget.

Policy adopted: February 20, 1989
BUDGET IMPLEMENTATION

The Board of Education places the responsibility for administering the operating budget, once adopted, with the Superintendent. In order to allow the Superintendent to administer and control the budget in an effective and efficient manner, the following principles shall be followed:

1. All actions of the Superintendent or duly delegated employees of the district in executing the programs and/or activities as set forth in the adopted operating budget, are authorized to implement all such programs and/or activities, subject, however, to continuous review by the Board, and further limited to the following provisions:

   a. All expenditures of funds for the employment and assignment of personnel meet the legal requirements of the State of Nebraska.

   b. All expenditures so authorized are contained and fully funded within the appropriate funds of the operating unit as adopted by the Board.

   c. Complete listing of expenditures for supplies, materials, and services, are listed monthly for approval as claims by the Board of Education.

   d. All purchases are made in accordance with appropriate state requirements and policies adopted by this Board of Education.

   e. Appropriate financial reports are given to the Board monthly for Board control purposes.

2. The Board recognizes that proper payment of bills improves efficiency, lowers the cost of operation, takes advantage of time discounts, and presents a business like image in the community. It therefore authorizes the Superintendent or his designated representative to organize the business affairs of the school district in such a manner to provide for the efficient and timely payment of all claims for materials and services.

Policy adopted: February 20, 1989
STATE AND FEDERAL FUNDING

The Board of Education is to be kept informed of all possible sources of state, federal, and other funds for the support of the schools and/or, for the enhancement of educational opportunities to Paxton students. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action on applications for such funds.

Policy adopted: February 20, 1989
RENTALS AND SERVICE CHARGES

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. To this end appropriate schedules of rental and service charges will be developed which will clearly delineate costs and provide a schedule of reasonable fees based upon the type and extent of utilization. It shall be the responsibility of the Superintendent of the district to update and circulate annually the appropriate schedules. The following list includes but is not limited to items that the school charges for: laminating, photo copies, gym rental, kitchen rental, equipment, and fax machine usage.
FACILITY USE--SCHOOL GYMNASIUM

The Board wishes to provide opportunity for patrons to utilize the school gymnasium. It is the consensus of the Board that this activity is not for small children and school-age students. The possibility of injury occurring to unattended youth and/or litigation that could arise from this, necessitates this policy.

Unsupervised students (grade K-12 or preschool children) shall be prohibited from attending basketball nights and volleyball nights.

GATE RECEIPTS AND ADMISSIONS

Admission receipts of school events shall be adequately controlled. The Administration is responsible for the supervision of all phases of all school events for which admission is charged. Adequate records shall be maintained providing chronological accounting data for subsequent review and analysis.

All gate receipts will be counted before and after all activity events by at least two people.

Policy adopted: February 20, 1989
ACTIVITY ACCOUNT

The Superintendent or designee shall be in charge of the bookkeeping for the activity accounts. Each class and/or club treasurer should reconcile their accounts monthly if any business activity was conducted during the month. The Superintendent or designee shall submit to the Board of Education a monthly report of the beginning balance, receipts, disbursements, and ending balance for each account entered in the Activity Account.

Each organization shall certify the amount of money before turning it in to the Superintendent or designee for deposit. The Superintendent or designee shall give the person turning in the money an official receipt for the money.

Policy adopted: February 20, 1989
INCOME FROM SCHOOL SALES AND/OR SERVICES

The services provided through school shops, laboratories, or other programs and products offered for sale through school programs shall not be considered income producing for the district. Customers shall be charged on the basis of material used, any parts used, and the incidental costs for providing the product of service.

The instructor in charge of the particular program or shop with approval of the Principal shall be responsible for setting prices or charges.

All money received from customers for such sales and for all sales and services shall be turned in each day to the school business office. This money will go into the appropriate activity revolving account for later use in the purchase of replacement parts. All purchases of materials, all refunds to customers, and all financial procedures involved in the production of such products or services shall be underwritten through the appropriate activity account of the school.

No employee of the school district may utilize school repair programs or services for their own personal gain through immediate or later sale of the products, which have been improved as a result of such services.

Policy adopted: February 20, 1989

Reviewed: December 16, 1996; October 21, 2002; January 21, 2008; November 19, 2012; April 17, 2017
BONDED EMPLOYEES AND OFFICERS

School districts shall provide a suitable bond for all employees who are routinely in contact with funds or who are responsible for the accumulation and/or dissemination of monies of this school district.

The designated treasurer of this district shall within ten days after his/her appointment or election execute to the county and file with the secretary a bond of not less than $500.00 in any instance nor more than double the amount of money to come into his hands as treasurer at any one time.

Policy adopted: February 20, 1989

Reviewed and Revised: December 16, 1996; October 21, 2002; January 21, 2008; November 19, 2012; April 17, 2017
FINANCIAL REPORTS AND STATEMENTS

The Board shall receive monthly financial statements showing the financial condition of the school district as of the last day of the preceding month. Such other financial records as may be determined necessary by either the Board or the administration shall be presented periodically.

The accounting system used shall conform to the requirements of the State Department of Education and to good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The district administration shall also be responsible for pupil accounting and shall report enrollment and attendance as required in the State of Nebraska.

Policy adopted: February 20, 1989

Reviewed: December 16, 1996; October 21, 2002; January 21, 2008; November 19, 2012; April 17, 2017
INVENTORY SYSTEM

The Superintendent of Schools through use of appropriate staff shall be responsible for maintaining an accurate inventory of materials and equipment in the school system.

Policy adopted: February 20, 1989

Reviewed: December 16, 1996; October 21, 2002; January 21, 2008; November 19, 2012; April 17, 2017
AUDITS

The District shall comply with all state and federal audits as required by statute.

In addition to regular audits performed by the State Auditors office and by state and federal officials in relationship to specialized projects of this district, the books and financial records shall be completely open to all parties with cause for review and examination.

Policy adopted: February 20, 1989

Reviewed and Revised: December 16, 1996; October 21, 2002; January 21, 2008; November 19, 2012; April 17, 2017
PURCHASING AUTHORITY

The Superintendent of Schools shall have supervision of school purchasing and shall be authorized to issue purchase orders on his/her own authority in accordance with the previously adopted budget of the Board of Education for that fiscal year. In all cases purchases shall be represented on the monthly list of claims presented to the Board of Education for authorization.

The Board authorizes the Superintendent to supervise the purchasing of all materials, goods, and supplies for the school system in accordance with the state law and good purchasing practice.

The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.

Teachers and employees of the Paxton Consolidated Schools must have a purchase order signed by the Superintendent before making any purchases involving general fund money.

ADMINISTRATIVE GUIDELINE:

For any individual order that will exceed $3,000.00, the Superintendent of Schools shall consult with the President of the Board of Education and/or the established finance committee prior to placing the order.

Policy adopted: February 20, 1989
Policy amended: July 16, 2001
Reviewed: December 16, 1996; October 21, 2002; January 21, 2008; November 19, 2012
April 17, 2017, July 9, 2019
REVERVING BUSINESS/GENERAL FUND ACCOUNT

The Superintendent shall be authorized to maintain a Revolving Business/General Fund Account for the purpose of facilitating refunds, for payment of freights, payment of advance registrations, and the making of minor purchases. This shall be a revolving fund, which shall be itemized and reimbursed monthly from the general funds of the school district.

The Superintendent and Business Manager are accountable to the Board of Education for all transactions from the account.

Billing for the account will be shown separate from the regularly paid bills and will also be shown on the monthly reports. The School Superintendent, Principal, Business Manager and School Secretary are able to sign checks from the Revolving Business/General Fund Account.

Policy adopted: February 20, 1989
Revised & Reviewed: October 15, 2001
Reviewed: October 21, 2002, April 21, 2008; November 19, 2012; April 17, 2017
BIDDING REQUIREMENTS

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of $100,000, or such sum as adjusted pursuant to state statute. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. **Notice to Bidders:** The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.

2. **Regular Manner of Advertisement for Bids:** The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.

3. **Bid Opening:** When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.

4. **Contract Award:** The contract shall be awarded to the lowest responsible bidder as and to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria set forth in this Policy for purchases of equipment, materials and supplies.

5. **Performance and Payment Bonds.** Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of $10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all
laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. **Retention of an Architect or Engineer.** The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one-hundred thousand dollars ($100,000), or the dollar amount set forth in Statute, as amended from time to time.

7. **Additional Procedures.** Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Policy adopted: September 17, 2007
Reviewed and Revised: November 19, 2012; July 21, 2014; August 17, 2015; April 17, 2017
LOCAL PURCHASING

It shall be the policy of this school district to purchase locally, provided goods of equal quality and competitive prices are available from local suppliers.

Personnel responsible for purchasing in this district, however, should not feel bound to purchase any item locally that can be secured at a savings to this school district from outside sources, nor shall he or she feel bound to purchase locally unless adequate service and delivery can be given by local supplier.

Policy adopted: February 20, 1989

Reviewed: December 16, 1996; October 21, 2002, December 17, 2012; April 17, 2017
VENDOR RELATIONS

Representatives of sales firms shall limit their visits to purchasing personnel, administrative personnel at or above the level of a principal, and to other groups only if determined by the above.

Sales representatives shall get permission from the Superintendent or his/her designee, if he/she wishes to speak with school employees during school hours.

Policy adopted: February 20, 1989

Reviewed: December 16, 1996; October 21, 2002, April 21, 2008, December 17, 2012; April 17, 2017
PAYMENT PROCEDURES

All vendors shall render invoices for materials, supplies, services, and equipment after delivery to the school. Invoices accompanied by a signed copy of the delivery receipt shall be mailed or emailed to the office of the Superintendent of Schools.

In instances of partial shipment, an invoice for the merchandise that has been delivered and a signed copy of the delivery receipt must be submitted for payment.

An invoice to be submitted to the Board of Education for approval as a claim payment shall qualify when the following conditions are met:

1. It bears the description and price of the item specified on the purchase order less the allowed discounts.

2. It is accompanied by the receiving copy of the purchase order bearing the signature of the requisitioner that the item has been received in satisfactory condition and in the quantity indicated.

3. All extensions and totals have been checked for accuracy.

4. It has the approval of the appropriate purchasing personnel.

To be considered a part of the monthly claims of this district to the Board of Education, all vendors will be encouraged to have invoices to the office of the Superintendent by the fifth day of the month prior to the regular board meeting. The board will make every effort to pay invoices after this date, time permitting.

Policy adopted: February 20, 1989

PAYROLL PROCEDURES

Every employee will have their time duly certified by their immediate supervisor and all such payrolls will be accumulated and balanced in the office of the Superintendent.

The District will use electronic payroll for all certified and classified employees. For all other employee payroll i.e. substitutes, checks will be issued. Checks will be double signed by the President and Treasurer or Secretary of the Board of Education, and all appropriate administrative controls will be established on check signing and validating procedure. An inventory of all unused blank checks will be maintained and available for audit at any time.

All personnel employed regularly either full or part time shall be paid on the 22nd day of each month. If the 22nd day of the month falls on a weekend personnel will be paid on the Friday prior to the 22nd.

Personnel receiving extra pay as sponsors of continuing special activities shall receive this extra pay pro-rated over a twelve month period. In the event the person is assigned to such activity after the beginning of the school year the payment for the activity will be pro-rated over the remaining months of the school year.

The Superintendent will be primarily responsible for the development of appropriate payroll procedures, including the relationship with the various depositories involved, the coordination with the School District Treasurer, and the development and refinement of appropriate payroll procedures.

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees’ compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Policy adopted: February 20, 1989
EXPENSE REIMBURSEMENTS

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs. Such expenses may be approved and incurred only if provided by budgetary allocations for the specific type of expense and have prior administrative approval.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently designated by the Nebraska Department of Administrative Services.

ADMINISTRATIVE GUIDELINES;

1. At the discretion of the Administration, students and personnel participating in school sponsored events will be reimbursed for meals at the rate of $7.00 per meal per day.

2. Certified and non-certified staff are to use the “Request to be Absent” form and/or the “Request for Professional Expense Reimbursement,” form regarding District #6 payment of expenses.

3. Expenses will be paid by District #6 for administrators & athletic directors acting in a supervisory role at NSAA sponsored state tournaments. i.e. State volleyball, state basketball tournaments.

NOTE: Coaches/sponsors will be responsible for monitoring and taking care of any miscellaneous expenses. i.e. personal phone calls, spouse’s meals. No charges will be made on the school credit card that does not deal directly with school business. No alcoholic beverages are to be charged to the school district.

Policy adopted: February 20, 1989
CASH IN SCHOOL BUILDING

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location for deposit.

Insurance

The Board of Education shall procure and maintain insurance, in reasonable amounts, based upon the exposure to losses at various locations in order to protect against the loss of money, securities, and checks by actual destruction, disappearance, or wrongful abstraction from within all premises and also while off any premises.

Policy adopted: February 20, 1989

SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Board of Education shall sell or dispose of District property, whether real or personal, in a fiscally responsible manner. The board may sell or dispose of district property in any legal manner it deems appropriate under circumstances (including but not limited to, by soliciting bids, by holding an auction, or by sale for a specified price). Any sale of school property is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting. The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations.

If the board deems it appropriate to solicit bids when selling property, the superintendent or designee will arrange to advertise for bids by publishing notice in the Keith County News at least two weeks prior to the date on which such bids are due. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets and/or for a longer period of time.

Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate. No school employee shall take such property for their personal use, even if the item has been placed in the trash, without the express approval of the administration.

Policy adopted: February 20, 1989

ACCEPTANCE OF GIFTS

The Superintendent or Board may accept gifts for use by the school provided restrictions are not placed on its use that discriminates among pupils on any basis other than school grade or subject or limits the Board in its duties in the operation of the school. Gifts may be directed through the Paxton School Foundation.

Policy adopted: February 20, 1989

CENTRAL OFFICE PROCEDURES FOR DEALING WITH INFORMATION REQUESTS

1. If it is impractical for office personnel to immediately respond to a request for public files or explanations of records or procedures, an appointment should be scheduled as soon as is mutually acceptable, but not later than two working days after the request.

2. Files should not be removed from the school building by anyone other than school personnel.

3. Copies of public files or parts thereof will be provided at the standard copy rate.

Policy adopted: October 21, 1991

DATA OR RECORDS RETENTION

School district records shall be housed in the central administration office of the school district. It shall be the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

- Secretary’s financial records: Permanently
- Treasurer’s financial records: Permanently
- Minutes of the School Board: Permanently
- Annual audit reports: Permanently
- Annual budget: Permanently
- Permanent record of individual pupil: Permanently
- Records of payment of judgments against the school district: 20 years
- Bonds and bond coupons: 10 years
- Written contracts: 10 years
- Canceled warrants, check stubs, bank statements: 5 years
- Bills, invoices, inventories, and related records
- Program grants: As determined by the Grant
- Nonpayroll personnel records: 7 years
- Payroll records: 3 years

Employees’ records shall be housed in the central administration office of the school district. The superintendent and the employee’s immediate supervisor shall maintain the employees’ records.

The permanent and cumulative records of students currently enrolled in the school shall be housed in the guidance office. Permanent records must be housed in a fireproof file.

The superintendent or his/her designee may electronically store school district records and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of the record meets the same legal requirements of the original record.

Policy adopted: September 17, 2007

RECORDS MANAGEMENT AND DISPOSITION

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State’s schedules for retention and disposition of public records.

2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.

3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district’s electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:

   a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district’s electronic system. Electronic messages are to be managed at the end-user’s desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.

   b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require longterm retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.

      i. Transitory messages. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded “junk” mail; “personal” mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.
ii. Less than permanent retention records. These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.

iii. Permanent/archival retention records. These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.

c. Electronic Storage Limitations. The district’s computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.

d. Proper Use of Electronic Messages.

i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.

ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee’s compensation. Electronic messaging
is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

iii. **Conduct.** Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee’s name without the employee’s consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.

iv. **Other Regulations.** Electronic messaging is subject to all requirements of the school district’s “Acceptable Use of Computers, Network, Internet and Websites” policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. **Electronic Records**

   All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

5. **Litigation Holds**

   When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

   As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.
The litigation hold directive overrides any records retention schedule that may otherwise call for
the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer
accounts of separated employees that have been placed on a litigation hold will be maintained by the
records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the
litigation issue. This includes preserving electronic messages that would otherwise be
deleted by the computer system; such messages are to be converted by the recipients of the litigation
hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for
the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other
record that falls within the scope of the hold. Violation of the litigation hold may subject the employee
to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or
criminal sanctions by the courts or law enforcement agencies.

Policy Adopted: September 17, 2007
ESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. **Authority to Sign Applications.** The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrator’s in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.

2. **Supplement not Supplant.** Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.

3. **Equitable Allocation.** Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.

4. **Maintenance of Effort.** The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.

5. **Resources.** The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the district’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.

6. **Maintenance of Records.** Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.

7. **Identification of Eligible Children.** The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. **Coordination of Services.** Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

9. **Standards and Expectations.** Students receiving services in Title I are held to the same standards
10. **Assessments.** Students receiving services in Title I are assessed with the regular population without accommodations.

11. **Parents Right to Know.** At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

   (A) Whether the student’s teacher—
   (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
   (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
   (iii) is teaching in the field of discipline of the certification of the teacher.

   (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

12. **Testing Opt-Out.** At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District’s policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District’s website) information on each State or District assessment, including:

   (A) the subject matter assessed;
   (B) the purpose for which the assessment is designed and used;
   (C) the source of the requirement for the assessment;
   (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
   (E) the time and format for disseminating results.

13. **Language Instruction Programs.** At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—

   (A) be involved in the education of their children; and
   (B) be active participants in assisting their children to—
   (i) attain English proficiency;
   (ii) achieve at high levels within a well-rounded education; and
   (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.
14. **Other Requirements.** The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

15. **Certification Regarding Debarment, Suspension and Ineligibility.** The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Policy adopted: September 17, 2007
Reviewed and Revised: June 20, 2016, May 15, 2017, July 17, 2017, July 16, 2018
Purchasing (Credit) Card Program

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

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

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

Documentation. Employees seeking reimbursement for a purchasing card purchase shall submit an itemized receipt and a purchasing card receipt to the school district. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. A non-itemized credit card receipt alone is not sufficient. Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district.

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

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

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

 PROCUREMENT PLAN – CODE OF CONDUCT

The District seeks to conduct all procurement procedures in compliance with federal and state regulations and without any conflicts of interest with employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees, officers or agents of the District that violate these standards shall be subject to appropriate disciplinary actions.

Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than $250,000 (small purchase threshold) per procurement event or in aggregate purchases this organization will follow the informal Small Purchase Procedures.
- When the annual total for food service program related items is greater than $250,000 (small purchase threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under $10,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures
For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor’s quoted price. (ex. log sheet)
4. Select the company that provides the lowest, most responsive, and responsible bid.
5. Document supplier who was awarded the quote.
6. Manage orders by confirming product and prices match quotes.

**Formal Competitive Solicitation Procedures**

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
   a. Include detailed specifications
   b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
   a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
   a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
   b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract
   a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
   b. At least two weeks before program operations begin
   c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the small purchase threshold established in the sponsor’s procurement policy statement is less than $150,000, the smaller bid threshold will govern.)

**Procurement Summary**

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

A. **Competition:** We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7]
B. **Comparability:** We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(a)(6)]

C. **Documentation:** We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]

D. **Code of Conduct:** This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]

E. **Contract Administration:** Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]

G. **General Requirements:**
1. Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]

2. Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).

3. A cost or price analysis in connection with every procurement action in excess of the Small Purchase Threshold including contract modifications. [2 CFR 200.323(a)]

4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]

H. **Duties of Food Service Supervisor:**
1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.

2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.

3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer’s markets, etc.

4. Make procurement awards based on the lowest and best vendor’s response as determined by quality, availability, service, and price.

5. Place and confirm orders with vendors or make plans to purchase the required items.

6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.

7. To work with vendors on a fair and equal basis.

8. To conduct an in-house procurement review once per year.

Policy Review: June 19, 2017
Policy adopted: July 17, 2017
Policy Reviewed and Revised: July 9, 2019
INSUFFICIENT FUNDS

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent’s designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual’s method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier’s check or money order, plus a returned check fee of $10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier’s check or by money order.

Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier’s check or money order.

Date of Adoption: July 16, 2018
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SUPPORT SERVICES GOAL

Support Services are essential to the successful function of any school system. Management of auxiliary operations is, therefore, an important responsibility of the district administration. It should be remembered, however, that education is the district’s central function, and all support services shall be provided, guided and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the Board establishes these broad goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public.

2. To provide safe transportation, if necessary, for students to and from school or other activities and to provide nutritious meals for students.

3. To provide support services, resources and assistance with maximum responsiveness in terms of timeliness and degree of fulfillment of the needs of the educational program as they develop.

Policy adopted: February 20, 1989
SAFETY PROGRAMS

It shall be the policy of the Board of Education to guard against incident by taking every possible precaution to protect the safety of all students, employees, visitors, and others present on district property or at school sponsored events.

The practice of safety shall also be considered a facet of the instructional plan of the district’s schools by virtue of the educational safety programs and emergency procedures to include tornado, blizzard, flood, fire, and other disasters appropriately geared to students at different grade levels.

Principals shall be responsible for the supervision of the safety program of the school, and the superintendent shall have overall responsibility for the safety program of the district. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; facility inspection; driver and vehicle safety programs; fire prevention; school site selection; and emergency procedures and traffic safety problems relevant to students, employees and the community.

Policy adopted: February 20, 1989
FIRST AID

The very concept of first aid requires that the first attending adult take whatever action is appropriate to the situation at hand. Where possible, a school nurse or an adult trained in Emergency Medical Training, shall perform appropriate first aid and emergency care measures in accordance with procedures outlined in their specialized training. In the event a nurse or EMT is not available, the chain of responsibility for administration of first aid shall involve first a knowledgeable adult in the immediate vicinity of the emergency, the principal or administrator on duty, or other staff members as available. The first aid measures taken will be a part of the action report submitted in the case of all accidents or emergencies taking place within or near school facilities.

In the event of a serious injury to a student, the family or guardian shall be notified as soon as possible. They should decide on the physician who will treat their child and, if possible, pick up the child at school and provide transportation to the physician’s office or medical clinic/emergency area. If transportation other than the parent/guardian must be provided due to the degree and nature of the injury a rescue unit will be utilized.

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Policy adopted: February 20, 1989
EMERGENCY PLANS

It is the responsibility of the Board of Education to the best of their ability to provide facilities, equipment, and training to minimize the effects of a disaster. The district should develop a school disaster plan which provides as much protection as possible for children while at school and on their way to and from school, and to provide adequate instruction so that the school emergency plan can be carried out with the greatest possible speed and safety. Therefore, the following responsibilities shall be assigned:

The **Superintendent** shall (a) make recommendations for needed policy statements to the Board, (b) designate a staff member to act as the school emergency coordinator, and (c) coordinate a school disaster plan with the local Civil Defense authorities and all other agencies as appropriate.

The **Principal** shall (a) develop an emergency plan for all possible emergency situations (b) select, assign, and orient faculty members to various positions of responsibility in accordance to the school plan, (c) request needed for emergency preparedness supplies and equipment, and (d) inform the parent/guardian and students concerning the emergency program of the school.

Each **Teacher** shall (a) help students to develop confidence in their ability to take care of themselves and be of help to others, (b) be prepared for leadership of activities for students during a period of enforced confinement, (c) be familiar with the psychological basis for working with students under stress of emergency situations, (d) be familiar with minimum first aid procedures, (e) maintain good housekeeping practices to reduce hazards, and (f) help students to understand and interpret the emergency preparedness plans to the parent/guardian.

**Facilities** shall be inspected annually in compliance with Rule 10.

**Principals** will be responsible for the conduct of disaster drills as appropriate, while requirements of law for such drills may serve as a basis of frequency, additional activities should be planned to insure disciplined responses to any emergency.

Policy adopted: February 20, 1989
EMERGENCY PROCEDURES

The Paxton Emergency Fire and Ambulance Phone Number is 911.

Emergency school information shall be broadcast over television channels and radio stations. District communication channels will be used to inform school patrons of school closings related to severe weather or other emergency situations.

School closings, early dismissals, and late starts will be broadcast over the above mentioned media.

Fire Drills

Fire drills shall be conducted at such times and manner as is required by the State Fire Marshal.

The frequency of fire drills shall be as follows:

• at a sufficient frequency to familiarize occupants with the drill procedure as a matter of routine;
• every month in each school building in which the facility is in session;
• subject to the exception that a monthly drill may be deferred in months of severe weather, provided that the required number of annual drills is achieved and not less than four are conducted before the drills are deferred; and
• one additional drill shall be conducted within the first 30 days of a school year.

The manner of conducting fire drills shall be as follows:

• emphasis shall be on conducting an orderly evacuation, rather than speed;
• under varying conditions and at expected and unexpected times;
• participants shall relocate to a predetermined location and remain until recalled or dismissed; and
• all emergency and relocation drill alarms shall be sounded

Crisis Plans

Crisis Plans for emergency responses and directions for tornado, evacuation, lockdown, lockout, shelter in place and fire drill activities have been developed. To be in compliance with the fire code, there are to be nine fire evacuation exercises each school year. Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents and guardians regarding where children may be picked up at school or at the evacuation site.

Policy adopted: February 20, 1989
BOMB THREAT PROCEDURE

Upon receipt of a bomb threat in the school, procedures are outlined in the school safety plan.

Policy adopted: February 20, 1989
EMERGENCY CLOSING

The Superintendent, or designee, is empowered to close the district school(s) or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. When regularity of operation changes, serious difficulties are caused and the welfare of children may be jeopardized. Schools may not properly be closed merely to avoid inconvenience. While it may be prudent under certain circumstances to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible.

In making the decision to close schools, the Superintendent, or designee, shall consider many factors, including the following principal ones related to the fundamental concern for the safety and health of children:

1. Weather conditions, both existing and predicted.
2. Driving traffic, and parking conditions affecting public and private transportation facilities.
3. Actual conditions or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.
4. Inability of teaching and supervisory personnel to report for duty, which might result in inadequate supervision of students.

It is the policy of the District to recognize the right and responsibility of the parent/guardian in the matter of school attendance. This regulation leaves to the discretion and judgment of the parent/guardian whether or not their children are in fit condition and properly dressed to attend school during inclement weather. Sometimes it becomes advisable for schools to end morning or afternoon sessions earlier than usual because of building conditions or weather. Parents/guardians should plan for this possibility. In the case of inclement weather, any parent/guardian who desires may pick up his/her children from school at any time during the day, except during a tornado warning.

In the event school is closed for children, school personnel may be expected to report for work at the earliest possible time. Teachers may also be required by the administration to fulfill contractual day requirements and to work days missed due to weather related closings. These days may be at the end of the school year for students or during previously scheduled vacation days.

Policy adopted: February 20, 1989
BUILDINGS AND GROUNDS MANAGEMENT

To properly maintain the building, grounds, playfield and equipment, to repair, alter, or improve properties; and to plan and construct new facilities all commensurate with the requirements of the educational program require the services and the skill of many trained persons.

It shall be the policy of the District that the school property shall be maintained in good physical conditions, safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires. It is also the intent that new facilities will be provided when found necessary within the capability of the resources available. Proper personnel will be provided by the district and equipped for normal buildings and grounds maintenance, repair and improvement functions, and to initiate contractual work for items which are not sufficiently repetitive in nature to justify additional employment of specialized staff or equipment.

Policy adopted:  February 20, 1989
BUILDINGS AND GROUNDS SECURITY

Buildings of the school district constitute one of the greatest investments in this community. It is deemed in the best interest of the district to protect the investment.

Security should mean not only maintenance of a secure (locked) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires and encourages close cooperation with local police, fire, and other agencies and with safety engineers.

An adequate access control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential entrance to buildings by unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Adequate lighting will be provided.

Policy adopted: February 20, 1989
Policy:  5010

VANDALISM

Every citizen of the district, students, and members of the police department are urged by the Board to cooperate in reporting any incidence of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district shall report to the Principal of the school every incident of vandalism known to him or her and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property and is further authorized to delegate, after investigation, authority to sign such complaints and to press charges.

In the case of damages occurring as a result of vandalism it shall be the policy of the school district to strive for total restitution to include the replacement or repair of damaged items coupled with the recovery of all labor costs associated with such repair.

Policy adopted:  February 20, 1989
MATERIAL RESOURCES MANAGEMENT

Educational Material Distribution and Control

Every item of educational material issued shall bear the stamp of the Paxton Consolidated School district and be subject to an appropriate inventory and control system.

Each teacher shall conduct regular book inspections. When a textbook is damaged beyond what would be considered from normal use, the student responsible shall be required to pay an appropriate assessment.

Policy adopted: February 20, 1989
AUTHORIZED USE OF SCHOOL OWNED EQUIPMENT

School equipment should be reserved for school purposes only, except when used in connection with the facility-use procedure of the district, or when rented under the provisions of those procedures, or when requested by local, state, or federal governmental bodies. Staff members may be allowed the loan of school equipment when such use is directly or peripherally related to their employment, and students may be authorized the use of such equipment if it is to be used in connection with their school related activities. Proper controls shall be established to assure the lender’s responsibility for and the return of all such equipment.

School transportation equipment can be used when an individual or a group is/are requested by the administration to represent the school.

School transportation equipment should not be used for personal use.

School vehicles shall be inspected periodically according to state statute. It is recommended that local mechanics shall be utilized for these inspections and that repairs be rotated among the local businesses.

Any mechanical difficulty shall be brought to the Superintendent’s attention as soon as possible. The vehicle shall not be used until defects are corrected.

Any accident involving a school vehicle shall be reported to the Superintendent immediately. The driver is personally responsible for traffic violations while driving or in charge of a school vehicle.

The bus driver shall carry the following documentation while operating any pupil transportation vehicle, except for small vehicles used for extra-curricular activities:

1. A Nebraska Department of Motor Vehicles pupil transportation vehicle permit.
2. A current and valid Level I or Level II instructional course card
3. A current and valid United States Department of Transportation Medical Examiner’s certificate

The driver shall not permit the blockage of the passageway or doors of the bus when passengers are on board. Dangerous equipment, weapons or chemicals shall not be carried on the bus.

Drivers shall not use tobacco products or electronic nicotine delivery systems while operating school vehicles. The driver shall not use alcohol or drugs before driving or while driving a school vehicle. The driver shall be a good moral example for the passengers.

Unauthorized persons shall not occupy the driver’s seat of a bus at any time.

The driver is responsible for discipline on the school vehicle. The school vehicle shall be stopped properly and parked properly before the driver disciplines passengers. The driver cannot remove a student from a school vehicle, but he/she can request that the passenger lose his/her riding privilege for a period of time not to exceed the length of a semester.

Policy adopted: February 20, 1989
STUDENT TRANSPORTATION SERVICES

The major purpose of school transportation, if provided, is to get pupils who live an unreasonable walking distance from school to school and back in an efficient, safe, and economical manner. Laws by the State of Nebraska require such transportation to be provided for elementary students living over four miles from their attendance center. Other statutes require the transportation of certain categories of special education students. Other purposes for school provided transportation, may include that required for academic field trips in direct support of the curriculum, transportation for support of co-curricular programs, such as athletics, music, drama, and transportation required for special programs and activities.

The district will not be responsible for furnishing transportation to students who reside within the corporate limits of the city or within one mile of the school.

Any student not a resident of the Paxton District may be charged (payment shall be in advance) for riding the district school bus, provided there is room and the bus route is not significantly altered.

Policy adopted: December 18, 2000
SCHOOL TRANSPORTATION SAFETY PROGRAM

All vehicles used to transport children must be maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of such service due to mechanical or equipment failure. School buses owned or used in the school district shall be regularly inspected and operated in accordance with procedures established by State statutes.

Drivers of school transportation will be required to possess a valid school transportation operator’s permit if the nature of the vehicle being driven requires such a permit according to State Department of Education rules and regulations. A physical examination is a requirement of such a permit, and the school district will pay for the exam when prior approval is obtained from the Superintendent concerning doctor and cost of the exam.

The school district will carefully examine the driving records of all applicants for positions as drivers. Drivers, as employees of the district, will be governed by the same as for employment and retirement.

Policy adopted: February 20, 1989
SAFE PUPIL TRANSPORTATION PLAN

This Safe Pupil Transportation Plan sets forth the District’s plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons**- Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:

   A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.

   B. Pull vehicle over to safe and secure area.

   C. Confiscate weapon (if it doesn’t jeopardize student or driver safety).

   D. Give description of weapon and participating parties to dispatch.

   E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. **Pupil behavior**- Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student’s behavior jeopardizes safety, the driver will make every attempt to:

   A. First seek to resolve incident through discussion with the student(s) involved.

   B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.

   C. Activate emergency flashers.

   D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.

   E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

3. **Terrorist threats**- A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

   A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.

   B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
D. Driver should wait for instructions from dispatch if possible.

4. **Severe weather**- Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
B. Return to the school if less than five minutes away and follow the directions of the school administrator.
C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. **Hazardous materials**- Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
B. Pull vehicle over to safe and secure area.
C. Give description of hazardous materials in question to dispatch.
D. Dispatch will immediately notify appropriate law enforcement and school administration.
E. Driver should wait for instructions from dispatch if possible.

6. **Medical emergencies**- Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:

A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
B. Dispatch will immediately notify appropriate medical agencies and school administration.
C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
D. Only if necessary, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
E. Driver should try to keep student passengers as calm as possible.

7. **Procedures in the event of mechanical breakdowns of the vehicle**- Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:
A. Pull vehicle over to safe and secure area if possible
B. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
D. Driver should try to keep student passengers as calm as possible.
E. Dispatch will arrange for assistance and a relief vehicle if needed.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:
   A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
   B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
   C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District’s safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Policy adopted: February 20, 1989
FOOD SERVICES MANAGEMENT

The school system shall operate a lunchroom, which shall be under the supervision of school personnel. A Food Service Manager shall be assigned. All lunchroom personnel will be under the supervision of the Superintendent.

The school board shall approve the prices set for school meals.

As required for participation in the National School Lunch Program, the board agrees to the following regulations:

1. Lunch and breakfast will be made available for all students that meet the requirements of the National School Lunch Program.

2. That free and reduced price meals will be provided for students whose parents/guardians are eligible for them.

Students shall also be permitted to bring their lunches from home and to purchase lunchroom beverages.

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy. The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district’s policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited “courtesy meal” option, such as a plain sandwich.
Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

**Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The Superintendent or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Policy adopted: February 20, 1989
FREE AND REDUCED PRICE LUNCH

The qualifying schedule stipulated in federal guidelines shall be in effect for respective school years and these guidelines are to be attached to this policy each year.

Policy adopted: February 20, 1989
MEAL PRICES

Meal prices shall be set by the Board of Education and any changes will be made no later than the regular July Board meeting for each respective school year. Prices are to be published and patrons notified prior to the start of the school year.

Policy adopted:  February 20, 1989
OFFICE SERVICES MANAGEMENT

Office services will be provided for the two-fold purposes of expediting the on-going business of the school district and of making the most effective use of staff time, including the time of teachers who are engaged by the Board to provide instruction and not perform routine office operations.

The Board instructs the Superintendent to:

1. Seek the maximum standardization and coordination of office procedures and systems.

2. Employ a flexible staffing pattern to accommodate office needs in the most effective and economical manner.

3. Conduct periodic studies and prepare periodic recommendations concerning such matters as word processing, office machine utilization, use of contractual office services, and the like.

Policy adopted: February 20, 1989
PRINTING AND DUPLICATING SERVICES  
(Copyright Protection)

It is the intent of the district to attempt to provide facilities to all staff for the purpose of 
duplicating materials to enhance educational assignments. These facilities include machines for the 
reproduction of the written and spoken word either in single or multiple copies. All personnel, both 
certified and classified, are reminded that unauthorized reproduction and/or use of copyrighted materials 
is illegal and unethical and are cautioned that violations of the copyright laws may result in criminal or 
civil suits and/or suspensions or dismissals from employment in the district.

For the protection of individual staff members in the district against legal redress for alleged 
violations of copyright laws, the person requesting the reproduction must be certain that the action is 
within the law. When an individual is not certain, he or she should contact the office of the 
Superintendent in order to ascertain whether copying falls under permitted us.

The District shall educate staff and students about the harms of copyright piracy.

Policy adopted: February 20, 1989 
July 18, 2016, December 18, 2017
MAIL AND DELIVERY SERVICES

A mail service system shall be maintained within the district in order that district communications and communications from outside sources may be delivered to the intended recipient in the most practical way.

The use of district mail facilities, electronic mail, and personnel for distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the district. The Superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

Political materials shall not be distributed through the district mail boxes or school mail systems, including electronic email, unless received through the United States mail.

Policy adopted: February 20, 1989
DATA MANAGEMENT

A comprehensive system of data management shall be established and maintained by the district and include identification of data needs, specifications and objectives to be met, design of reporting formats, collection and storage of data, information retrieval and analysis, and reporting. Basically, the data management system shall seek to (1) provide necessary information to decision makers in the required format and at the time needed, and (2) keep the public fully informed as to the activities, achievements, and problems of the schools. The dissemination of data shall be systematic, regular and timely.

Only authorized personnel will have access to computerized personnel information and appropriate safeguards will be established to guarantee the privacy of all personnel information.

Policy adopted: February 20, 1989
INSURANCE MANAGEMENT
(Risk Management)

1. It shall be the policy of the District to assume the risk of property damage, legal liability, and dishonesty in all cases in which the exposure is so small or dispersed that a loss would not significantly affect the operations or financial position of this district.

2. Insurance will be purchased against all major exposures which might result in losses through the purchases, but not limited to, the following types of policies:

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<td>Other</td>
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3. Property insured will be insured to value on the basis of replacement costs against as wide a range of perils as possible.

4. Insurance will be purchased only through legally licensed agents or brokers of the State of Nebraska with a staff and technical competence to service adequately the account in Paxton.

5. Insurance will be placed only through companies with at least an “A” in Best’s policy holders ratings.

The administration of the risk and management policy will be under the central direction of the Superintendent. Responsibility will include placement of insurance coverage, maintenance of property appraisals and inventories, processing of claims, maintenance of loss records, and supervision of loss prevention activities.

Policy adopted: February 20, 1989
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FACILITY DEVELOPMENT GOALS

The general types of facilities are constructed and utilized by the district: Those for use in the instructional program and those for other purposes, such as administration, instructional resources, and ancillary services. Buildings used for instruction constitute one of the most important resources for education. Their adequacy of space and their specific design features either contribute to or detract from the quality and scope of learning. Priority in the development of facilities shall be based on identified educational needs and programs developed to meet those needs.

In order to achieve the district’s central purpose of high quality education, and acting with fiscal responsibility, the district shall strive for the most economical construction which adequately meets the requirements for quality education, safety, durability, maintenance, insurance and flexibility.

The Board establishes these broad goals for development:

1. To integrate planning for facilities with other aspects of planning in a comprehensive program of educational problem solving.

2. To base educational specifications for school buildings on identifiable learner needs.

3. To design for sufficient flexibility to permit program modification or the installation of new programs.

4. To design school buildings as economically as possible provided that student needs are effectively met by the design.

5. To involve the community, local school staff, available experts, and the latest in related current developments and research in building plans and specifications.

6. To design school buildings for maximum potential-for community use.

7. To build with constant attention to all aspects of energy conservation.

8. Facilities will be ADA compliant.

Policy adopted: February 20, 1989
Reviewed: December 16, 1996
ENROLLMENT PROJECTIONS

Since the base for efficient facility planning is the current and future enrollment pattern for the district, appropriate enrollment computations and projections will be made annually by the staff of the school district. Projections will be developed from both census and membership information with careful attention given to city, county, and state birth statistics.

Policy adopted:  February 20, 1989
Reviewed:         December 16, 1996
FACILITY FINANCE PROGRAM

The usual methods for financing new construction and remodeling in the Paxton District will be through (a) the use of pay-as-you-go funds accrued through the application of an approved levy, (b) funds acquired through the sale of bonds, (c) establishment of a lease-purchase agreement, (d) Paxton School Foundation, grants, and donors.

The Board of Education may submit at any regular school election or at any special election called for the purpose to the qualified electors of the school district the question of contracting a bond indebtedness for the purpose of erecting or furnishing school buildings or purchasing school sites. Before such a bond election, specific needs for the facilities are to be made clear to the general public and careful cost estimates are made in the amounts required for the sites, buildings, and equipment.

In the case, lease-purchase method is used to finance the purchase of buildings or equipment, such lease or lease-purchase agreements may not exceed a period of five (5) years. All payments pursuant to such leases shall be made from current building funds or general funds.

Policy adopted: February 20, 1989
Reviewed: December 16, 1996
AWARENESS OF BUILDING NEEDS

It shall be the policy of the district to make a periodic review of building utilization and from this make recommendations for future building expansion or modification. It is especially important to utilize recommendations derived from other sources such as Department of Education self-studies and evaluation procedures and the reports of any selected consultants hired for evaluative purposes.

It is recommended a comprehensive building analysis be prepared by the staff at a minimum interval of five years. Such analysis will contain projections and historic analysis of the student enrollments, a critical review of the status and use of existing buildings and recommendations for future facilities planning.

Policy adopted: February 20, 1989
Reviewed: December 16, 1996
The following principles are suggested as guidelines to the School Board:

1. **FLEXIBILITY:** Modern technology has provided a wide choice of construction materials that will make a building adjustable to future changes in curriculum and teaching methods. Flexibility means the multiple and varied use of space and is essential to building economy. Total space requirements can be reduced and facilities can become more adaptable to future needs in curricular and extra-curricular activities through the more efficient use of constructed space. Flexibility also refers to the type of space available to educational programs. Flexibility in the future must also look forward to an increased use of electronic media and supportive teaching staff.

2. **DURABILITY:** Buildings should be constructed of durable materials. All projects should be approached from the standpoint of durability. Costs will be analyzed over the life of the building with consideration given to both the original cost of construction and the later maintenance required.

3. **ENERGY CONSERVATION:** All aspects of school planning must involve energy conservation. Alternate fuels, building orientation, expended use of insulation and other aspects of energy planning must be a part of all facility analysis.

4. **TORNADO SAFETY:** New construction planning should give attention to tornado-safe areas.

5. **SPECIAL EDUCATION AND SPECIAL NEEDS:** State statutes require all new construction to be erected barrier free and without impediments to the handicapped. All new construction will be ADA compliant.

6. **DESIGN:** Aesthetic values must be considered in planning the total school environment. A school, in particular, may reflect the community’s thoughts and goals for its youth.

Policy adopted: February 20, 1989
Reviewed: December 16, 1996
SITE ACQUISITION PROCEDURE

Priorities based upon student population, location, and educational needs may be established well in advance in order that proper locations for school sites might be acquired. Sites should be acquired in advance to allow adequate time for the completion of topographical studies and other preliminary work. Eminent domain action for the acquisition of property for school site purposes shall be executed only after negotiations fail and all other appropriate courses of action have been exhausted. It is the Board’s intent to negotiate amicably and to avoid friction when possible while continuing negotiations.

The Board shall authorize the hiring of certificated appraisers as consultants to the school district when condemnation procedures or negotiations on sites are contemplated.

Policy adopted: February 20, 1989
Reviewed: December 16, 1996
CONTRACTOR’S FAIR EMPLOYMENT CLAUSE

Contractors and sub-contractors shall abide by all appropriate employment laws and a statement of compliance will be made a part of all orders, contracts, bids, or quotation requests.

Policy adopted:  February 20, 1989
Reviewed:         December 16, 1996
SUPervision of CONstruction

The Board shall require a review of the architect’s supervision of building construction from personnel employed by and directly responsible to the school district. This review shall include adequacy of field inspection of the contractor’s operation and activities relating to the interest of the school district. The district’s representative shall make periodic reports certifying that the work of the construction contractors and architect is being performed in accordance with plans, specifications and contracts.

At the initiation of each project the Board will grant immediate change order discretion to the Superintendent. A change order submitted by the architect will first be submitted by the district engineer and then the Superintendent of Schools. Change orders will be subsequently approved by the Board and become a part of official Board minutes.

A recommendation for the acceptance will be made to the Board upon completion of the building construction and final inspection of all aspects by the contractors and school officials.

Policy adopted: February 20, 1989
Reviewed: December 16, 1996
CONSTRUCTION CONTRACTS: BIDDING AND AWARDS

Upon the approval of working drawings and specifications by the Board and appropriate regulatory agencies, the Board shall solicit bids to be submitted on or before a specified time at the office of the Superintendent. Each bid will be accompanied by a bidder’s security in the amount of five per cent of the total bill. The advertisement shall state the Board reserves the right to reject any or all bids and to re-advertise the project if necessary.

The architect shall submit for Board approval the advertisements, bid forms, bid bond forms, performance and payments bonds, and the forms of agreement between the Paxton Board of Education and the successful bidder or bidders. Upon receipt of the bids, these will be opened publicly and entered into the minutes of the Board of Education. The architect shall assist the Board and school personnel in analyzing the bids. The architect’s advice on awarding the contracts is of particular value with respect to architectural aspects of contract provisions which regulate alterations, extras, non-performance, damages and performance payment bonds.

Policy adopted: February 20, 1989
Reviewed: December 16, 1996
CIVIC IMPROVEMENTS

The Board will not sign any petition for pavement, sewer, water, or other public improvements or agree to the same unless a majority of the other parties involved have previously signed such a petition.

Policy adopted: February 20, 1989
Reviewed: December 16, 1996
USE OF BUILDING AND EQUIPMENT

Any person or group renting or using school facilities shall assume responsibility for maintaining order, protecting property, and assuring safety of persons participating or attending.

No activity or entertainment may be presented in school facilities of a morally objectionable nature, or which advocates or favors unlawful violence or rebellion against citizens of the United States.

Any person or group using school facilities and equipment must pay for any undue wear and tear, destruction or damages of such facilities and equipment. Such persons or groups shall also be liable for any action brought by a person as a result of such use of facilities and equipment. Certificates of insurance will be required from all non-school organizations, which use the school facility, except for community organizations and/or clubs.

Cafeteria. When the cafeteria is scheduled, the head cook will be notified. If the kitchen is to be used, necessary arrangements are to be made with the head cook for equipment to be used. The cook(s) will be paid time and a half of their hourly rate or a minimum of $30.00 to supervise the kitchen by the party using the facility. The cooks’ services, when agreed to by the Administration, will be scheduled and the date placed on the school calendar.

Administrative Duties

The policy for use of all high school facilities shall be under the direct control of the administration. It shall be their duty to determine:

1. To whom school facilities, such as the gymnasium, auditorium, classrooms, cafeteria, and equipment may be available.

2. For what purposes these facilities may be made available.

3. The administration will contact the Board President for approval of out-of-the ordinary requests for use of the school facilities.

Policy adopted: February 20, 1989
Reviewed: December 16, 1996
Regulations for the Use of the Paxton School

1. Non-profit organizations may charge admission.

2. Building will not be leased for personal gain, unless approved by school board.

3. The school shall have first choice in using the school auditorium in the event some group also desires its use on the same date.

4. Public dances will not be permitted in the school auditorium. This does not apply to school dances.

5. All groups using the school auditorium are to be notified that the school is a tobacco free school and the use of tobacco and electronic nicotine delivery systems are prohibited.

6. In case the public address system is to be used, an approved operator must be in charge.

7. The school or individual rooms will not be leased on a permanent basis.

8. Civic organizations (non-profit); Boys Scouts, Girl Scouts, 4-H groups, churches, and other organizations may use the building for a meeting place, without charge, providing such meetings are held with proper supervision.

9. Charges for the use of the Paxton School Auditoriums shall be in accordance with the actual cost of the school. Basis of cost will be for an eight (8) hour school day with a minimum charge of $25.00. The following schedule will be used:

   $25.00 for ¼ of a day (2 hours) (minimum charge)
   $50.00 for ½ of a day (4 hours)
   $100. 00 for a full day (8 hours)

   If additional time is required by school personnel to clean the building, set up chairs and put them away, and/or supervise and oversee the building use, the following additional charges may apply.

   Cleaning, etc. ( $30.00 per hour)
   Supervision ( $30.00 per hour)
   Chairs ( $30.00 per hour)

10. Community open gym will be charged $1.00 per individual per evening.
FACILITY USE--SCHOOL GYMNASIUMS

The Board wishes to provide opportunity for patrons to utilize the school gymnasium. It is the consensus of the Board that this activity is not for small children and school-age students. The possibility of injury occurring to unattended youth and/or litigation that could arise from this, necessitates this policy.

Unsupervised students (grade K-12 or preschool children) shall be prohibited from attending basketball nights and volleyball nights.

Policy adopted: February 20, 1989
Reviewed: December 16, 1996

ADULT EDUCATION CLASSES

Adult education in the community shall be encouraged. Facilities of the school shall be available at no charge for any legitimate adult education class.

Policy adopted: February 20, 1989
Reviewed: December 16, 1996
CHEMICAL MANAGEMENT

It shall be the policy of Paxton Consolidated Schools to discourage the acceptance of donated paints, solvents, fertilizers, herbicides, pesticides, and all other materials, products, and chemicals. This policy should be documented and communicated to all employees.

Policy Adopted: September 20, 2004
Reviewed: January 19, 2009, July 15, 2013, February 19, 2018
Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of $10,000 or less unless the School Board includes a bond requirement in the specifications for the project.

The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

Policy adopted: September 17, 2007
Reviewed: January 19, 2009, July 15, 2013, February 19, 2018
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PERSONNEL POLICIES GOALS

The personnel employed by the School District constitute the most important resource for effectively conducting a quality learning program. Important contributions to a successful education program are made by all staff members. The district’s program of education will function best when it employs highly qualified personnel, conducts appropriate staff development activities, and establishes policies and working conditions which are conducive to high morale and which enable each staff member to make the fullest contribution to the district’s program services.

The goals of the district’s personnel program shall include but not be limited to the following:

1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection which will result in employing the best available candidates, i.e., those with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the district’s learning program.

2. To develop a general employment strategy for greatest contribution to the learning program and to utilize it as the primary basis for determining staff assignments.

3. To develop a climate in which optimum staff performance, morale, and satisfaction are produced.

4. To provide positive programs of staff development designed to contribute both to the improvement of the learning program and to each staff member’s career development aspirations.

5. To provide for a cooperative approach to education, including staff involvement in planning, decision making, and evaluation.

6. To provide competitive compensation and benefits as well as other provisions for staff welfare.

7. To develop and utilize for personnel positive evaluation processes which contribute to the improvement of both the staff capabilities and the learning program.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, personnel of this District are expected to maintain high standards in their school relationships. These standards include the following:

1. The maintenance of professional relationships with pupils, parent/guardians, staff members and others.
2. The maintenance of their own efficiency and knowledge of the developments in their fields of work and specialization.
3. The transaction of all school business with the properly designated authorities of the school system.
4. The establishment of cooperation between the community and the school system.
5. The placement of the welfare of children is the first concern of the school district.
6. Refrain from using school contacts and privileges to promote partisan politics, sectarian and religious use, or selfish positions of any kind.
7. Directing any criticism toward other staff members or of any other department of the school district toward the improvement of the school system. Such constructive criticism is to be made directly to the school administrator who has the administrative responsibility for handling the situation and then to the Superintendent as appropriate.
8. The proper use and protection of all school properties, equipment and materials.

The acceptance of a position in this District will be regarded as a contract and a pledge to follow all the directions and regulations of the Board, Superintendent, and appropriate supervisor. When any willful neglect of such rules shall be manifested by any staff member it shall be considered sufficient cause to declare that position vacant and recommendation of termination to the Board of Education.
(See also 7004 - Certificated Staff Ethics.)

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
STAFF CONDUCT

The Board expects teachers to enforce a standard of personal conduct in the school buildings and at school related functions which shall be above reproach and which shall contribute to a high level of morale in the school and a wholesome school environment and reputation.

Employees of this District are expected to be neatly attired and groomed while discharging their responsibilities to the District.

Staff conduct away from the school scene, if it affects by reputation the effectiveness of the employee to relate to parent/guardians or students, may be cause for appropriate disciplinary action.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
The Board of Education of this District believes that each certified professional employee in this school system should know, understand, and instill as their commitment to teaching, the Code of Ethics for the Teaching Profession, as promulgated by the National Education Association. These pronouncements shall be minimum standards for the staff members of this district.

Code of Ethics of the Education Profession.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parent/guardians, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

PRINCIPLE I
Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
   a. Exclude any student from participation in any program
   b. Deny benefits to any student
   c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
PRINCIPLE II
Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:
1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a noneducator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Adopted by the NEA 1975 Representative Assemble

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
STAFF PROTECTION

The District will to the best of its ability, protect all employees from physical and/or psychological abuse.

Any employee who is threatened is to notify the administration immediately, and steps are to be taken at once to protect the employee’s safety.
COMMUNICABLE DISEASE POLICY SCHOOL DISTRICT EMPLOYEES

I. PREFACE:
This policy is based upon known scientific and medical evidence. This policy shall be reviewed and updated according to current medical knowledge.

A. In general, an employee having a communicable disease will be allowed to continue employment in his/her usual setting with the approval of his/her physician stating that the disease is not in a communicable stage and does not endanger students or other employees.

B. No medical evaluation shall be required of an employee or potential employee without reasonable cause to believe that he/she is an infected individual.

C. The privacy of the employee will be protected, and knowledge that an employee is infected will be confined to persons with a direct medical need to know as determined by the panel of persons described below.

D. Any employee who presents a high risk of disease transmission, or who is at risk, shall have access to a communicable disease panel of persons selected to deal with modification of the employment conditions or setting if there is disagreement regarding such modification. The panel shall be made up of the employee, the employee’s personal physician, the employee’s representative, a physician representing the school district, a representative of the district’s central administration, and a representative of the Board of Education. The panel’s decision regarding the employment modification shall be implemented.

E. The above communicable disease panel will be activated when requested by the employee or when the physician representing the school district confirms that the employee’s work plan needs to be modified and the employee disagrees.

F. The school district will pay for involuntary referral to a physician for diagnostic or evaluative purposes.

G. The school district will provide in-service training and follow-up activities on communicable diseases to all school personnel as appropriate.

II. CONFIDENTIALITY

One of the most difficult elements in dealing with the concern for infectious and communicable diseases in the school community is to provide essential information while maintaining confidentiality. To protect the rights of the individual and the family, no information will be given out about the individual, their specific medical record or about the family without the written permission of the individual (adult) or parent/guardian of the student.

Adopted: February 20, 1989
Reviewed: May 19, 1997
STAFF PARTICIPATION IN COMMUNITY ACTIVITIES

Members of the staff shall be encouraged to take an active part in the affairs of this District. The school and the community should not be considered separate and apart, but as a unified whole in the educative progress. Through dynamic leadership many avenues may be opened for building community support.

The Superintendent especially is urged to identify himself/herself personally with many facets of community life, providing opportunities for all citizens, including non-parent/guardians, to experience relationships with the schools.

The principal, as the leader of his/her school, is encouraged to be an active and leading member of the school community.

The teacher, or the degree to which the teacher is known and accepted as a citizen in the community, has a direct relationship with this degree of understanding and goodwill flowing from the community to the schools.

The Dual Role of the Teacher/Citizen

The Board recognizes that teachers and other employees of the school district have a dual role in their relations with the public which complicates decisions from time to time concerning responsibility. Teachers, especially, may have to decide between their responsibilities as professionals employed by the school system on the one hand, or as members of the community on the other when differences of opinion arise concerning goals or operations of the school.

The Board believes that the first amendment rights of teachers and other employees must be protected. The Board also believes that the schools and Board should not be subjected to unfair, unwarranted, or malicious attacks from within. To help achieve these two goals, the Board instructs the administration to confer and work with employees or employee groups in setting up a carefully designed procedure for handling differences of opinion between Board and staff which will have at least the following characteristics:

1. Protect and guarantee each employee’s first amendment rights.
2. Set guidelines for helping teachers distinguish between their professional employee relationship responsibilities and their duties as lay citizens.
3. Establish procedures, for handling grievances so that prosecutor and judge or jury are not centered in one person or group.
4. Provide for channels of communication within the school system to enable employees to have access to policy positions of the Board, regulations developed by administration, and prompt notification of events and pertinent facts.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board recognizes that employees of this District have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for elective public office and holding an elective or appointive public office.

In connection with campaigning, no employee shall use school system facilities, equipment, or supplies; nor shall the employee use any time during the working day for campaigning purposes.

An employee who intends to file for an elective public office shall notify the superintendent in writing at the earliest possible moment of the office in which he or she intends to seek, together with a proposal concerning the terms and conditions of continued employment. While endorsing the employee’s right and privilege to file and hold a public office, the Board of Education is under no obligation to subsidize through approved absences the holding of any specific elected position. Each situation will be evaluated individually by the Superintendent under the fundamental premise that the right of each student to continuity of instruction is paramount.

Policy adopted:  February 20, 1989
Reviewed:  May 19, 1997
STAFF STUDENT RELATIONS

Staff members shall be expected to regard each student as an individual and to accord each the rights and respect due any individual. The role of staff shall be seen as resource persons, aides and guides in the learning processes. Staff members shall provide for the fullest self-determination by each student in regard to his or her learning program, consistent with District and local goals and with optimum opportunities for all students. Students shall be treated with courtesy and consideration.

Each student is urged to regard staff members as persons with specific knowledge and capabilities which can be well utilized to advance the student’s own knowledge and development.

Students shall be expected to regard staff members as individuals, employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of staff members and other students. Interference with those rights shall not be condoned. No student shall have the right to interfere with the efforts of instructional staff to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have a right to interfere with the motivation to learn or the learning activities and efforts of other students.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
PERSONNEL RECORDS

The school administration shall maintain a personnel file in the central office for each teacher it employs. The personnel file shall include the following: all complaints against and commendations of the teacher, written suggestions for corrections and improvements, and evaluation reports made by members of the administrative staff. Teaching certificates, health certificates, academic records, pre-employment references, application forms, and all other pertinent biographical data.

Additions to the Evaluation Section.

No complaint, commendation, suggestion, or evaluation may be placed in the evaluation file unless it meets the following requirements:

1. The comment is signed by the person making the complaint, commendation, suggestion, or evaluation.

2. The Superintendent or teacher, principal or immediate supervisor has notified the teacher that the comment is available in the Superintendent’s office for inspection prior to its placement in the teacher’s evaluation section.

The teacher may offer a denial or explanation of the complaint, commendation, suggestion, or evaluation, and any such denial or explanation shall become a part of the teacher’s evaluation section.

General Access to the Teacher’s Personnel File.

Access to a teacher’s personnel file may be given to the following persons without consent of the teacher:

1. The Superintendent, the teacher’s principal or immediate supervisor, and school board member designated by the board if such access relates to his or her duties or responsibilities as a board member.

2. The teacher, while a current employee of the district, shall have the right to review at the convenience of the district their individual personnel files.
No other person shall have access to a teacher’s file except under the following circumstances:

1. A teacher must give written consent to the release of his or her records. The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately. Blanket permission for release of information shall not be accepted.

2. Records subpoenaed or under court order shall be released as appropriate.

Records Management.

The Superintendent while having the overall responsibility for maintaining and preserving confidentiality of teacher personnel files may designate another official to perform the duties of the records manager. The records manager is responsible for granting or denying access to the records on the basis of these regulations.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
CERTIFIED STAFF GRIEVANCES

Grievance Procedure-Certified Staff

Faculty of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, in violation of this negotiated agreement may file a written complaint with the Superintendent of Schools within 90 calendar days of the alleged occurrence, provided that both parties acknowledge awareness of the occurrence of the alleged grievance. The Superintendent will review this written complaint and respond within six working days. The Superintendent’s response shall be provided to the grievant. If the complainant is not satisfied with such response, the grievant may submit a written appeal to the Board within ten working days. The appeal will indicate with particularity the nature of the disagreement with the response and the grievant’s reason underlying such disagreement. A grievant shall have the right to have Association representatives present to represent the grievant at each level of the grievance procedure. The board shall also have the right to have representatives available at each level of the grievance procedure.

The Board shall consider the appeal at its next regularly scheduled board meeting or at a special board meeting following receipt of the response. The Board shall permit the grievant to address the Board in public or closed session, as appropriate and lawful, concerning the complaint and shall provide the grievant with its written decision in the matter within five working days from the date of completion of the hearing. Nothing shall prevent an individual grievant from submitting a grievance to fact finding. Under such circumstances the cost of the fact finder shall be shared equally by the Board and the grievant.

________________________________
Revised & Reviewed: May 19, 1997
Revised: February 15, 1999
GRIEVANCE AND COMPLAINTS FROM THE PUBLIC

Grievances and complaints which arise from parent/guardians or patrons of the district should be initiated in the following manner:

1. All grievances concerning discrimination shall be filed with the Paxton School guidance counselor, POB 368, Paxton, NE 69155 or (308) 239-4283.

2. All other grievances.
   a). The complainant must identify the organization, group, or person(s).
   b). The staff member shall be contacted to communicate the nature of the complaint.
   c). The complaint should be as detailed and specific as is practical.
   d). The complainant shall request a meeting with the involved staff members for clarification, discussion and resolution. The meeting will be held at the school at a time that is mutually convenient to all parties.
   e). If prior steps have been unsuccessful either party may involve the appropriate administrator for discussion and resolution by requesting a meeting with all involved parties or separate meetings that will involve all parties.
   f). Should the matter concerned not be resolved to the satisfaction of all parties, they may appeal in writing to the Superintendent of Schools within thirty days.
   g). If the initiating party is not satisfied with the response of the Superintendent, said party may address a written appeal to the Board of Education through the Secretary of the Board.

Anonymous communication shall not be considered by the Board of Education.

It shall be understood by all parties involved in the complaint procedure that no reprisals of any kind, applied or intended, shall be brought against the person or persons involved in the resolution of the grievance.

Policy adopted: February 20, 1989
Revised & Reviewed: May 19, 1997
Revised & Reviewed: September 17, 2001
REGISTRATION OF TEACHING CERTIFICATE--WITHHOLDING SALARY

Certification requirements of the State of Nebraska are to be met by all teachers and administrators. This is also mandatory of all substitute teachers. Teacher’s certificates must be registered in the office of the Superintendent.

The salary of all certificated staff members shall be withheld until the certificate has been properly registered.

If the teacher/administrator fails to register a valid certificate by the first day of student instruction the teacher will be placed on unpaid leave for 30 days. If no valid certificate is registered at the end of thirty days of unpaid leave the teacher/administrator faces dismissal. The Superintendent of the school shall instruct new and substitute teachers about this guideline and make every effort to make sure the registration of teaching certificates is taken care of as early as possible.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
COMPENSATION OF CERTIFIED STAFF

The Board of Education recognizes that attractive compensation plans which include an adequate base salary, salary incentives, and employees benefits, are necessary to attract and retain well qualified staff to manage a school district well and to deliver quality education services. The Board shall enter into professional negotiations with the duly constituted representatives of the certified staff and all agreements will be reduced to writing and attached to this policy as the professional negotiations agreement. Agreements and policy changes adopted by the Board as a result of these negotiations shall be regarded as current policy and be so displayed in all sections of the policy manual.

Individual Contracts.

In addition to policy changes and compensation adjustments which the Board may enter into with the professional organization, the Board will also execute one year contracts with each member of the professional staff in accordance with appropriate Nebraska statutes. These contracts shall describe all additional or extra-duty type services to be rendered by the employee in return for financial and other considerations. All terms and conditions of contracts for professional staff members are to conform with the requirements of statutes and the State Board of Education. The contractual document is looked upon by this District as a mutually agreed declaration of services to be expected and services to be provided. A change in any one portion of the contractual agreement will invalidate the entire agreement.

Extra Pay

The district will not pay extra compensation to any school employee beyond the terms of the negotiated agreement. One of the essential conditions of employment by the district is a willingness on the part of each employee to perform the duties and tasks usually expected by the district.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
SUBSTITUTE TEACHERS

Substitute teachers are to be selected by the principal. The rate for substitute teachers will be periodically set by the board. After ten consecutive days, the substitute salary goes to 133% of the set substitute for an additional twenty days, then to base salary of beginning teacher (salary divided by number of days.). No benefits to be awarded.

Substitute salary: If a teacher has a free or preparation period, the compensation will be 1/8 (12.5%) of the substitute salary.

Policy adopted: February 20, 1989
Revised & Reviewed: May 19, 1997
Revised: February 15, 1999
Revised: February 19, 2001
CERTIFICATED STAFF HIRING

The Board of Education has the legal responsibility in approving the employment of all employees. While this responsibility cannot be waived, the Board assigns to the Superintendent the process of recruiting and selection of staff members. In carrying out this responsibility, the Superintendent will involve various administrative and teaching staff members as needed. All personnel selected for employment must be recommended by the Superintendent and approved by the Board. To aid in obtaining the best possible staff members for our schools, the Board adopts the following general criteria which shall be utilized in the selection process for initial employment:

1. There will be no discrimination in the hiring process due to race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, marital status, pregnancy, childbirth or related medical condition, or other protected status (See also Policy 1003).

2. Candidates for high school or middle school positions should have, if at all possible a major or its equivalent (30 semester hours) in the teaching field. This should also include endorsements by the State of Nebraska in the particular teaching field, and that endorsement should be so stated on the teaching certificate furnished by the individual teacher. Elementary candidates should have a major in elementary education or in a special area to which they will be assigned. In the absence of endorsed candidates the District may utilize the Transition to Teaching Program.

3. Emphasis in the selection will include: achievement in major fields, recommendations of previous employers, performance on a structured interview, overall grade point averages in the respective college of attendance, and other qualifications needed for specialized tasks of teaching or extra curricular sponsorships.

It will be the intent of the Board of Education that in the matter of each vacancy specific criteria will be circulated widely concerning the necessary credentials and competencies required for the position in question.

The administration will select candidates to interview, and set up the dates and times for these interviews. The employment of any staff member is not official until the contract is approved by the Board and signed by the candidate. The employment sequence shall be as follows:

1. A verbal offer and tender of a written contract to the candidate.
2. Verbal acceptance and signing of the contract by the candidate.
3. Approval of the candidate by the Board of Education and signature of the contract by the Board officer.
4. The return of the co-signed contract to the candidate.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
TERM OF CONTRACT

A contract for employment between a teacher and the district may be entered into for a period not to exceed one year. The district, at the board’s discretion, may enter into a contract with a Superintendent or Principal for a period not to exceed three years. Such contracts shall be deemed renewed and shall remain in force and effect until a majority of the members of the Board of Education vote on or before April 15 to terminate the contract at the end of the contract actually agreed to by the Board and the teacher or until such time that for reasons detrimental to the profession the board shall, upon sufficient evidence, terminate the contract.

The contract of a permanent certificated employee shall be deemed continuing and shall be renewed and remain in full force and effect unless amended or terminated in accordance with State Statute.

Renewal of the teacher contract will be considered in March of each year. Each teacher is to be notified of termination of their contract by the board no later than April 15th.

Renewal of the Superintendent contract will be considered in January of each year, principal in February.

Contracts shall describe all additional or extra-duty type services to be rendered by the employee in return for financial and other considerations.

Policy adopted: February 20, 1989
Revised & Reviewed: May 19, 1997
TERMINATION OF EMPLOYMENT FOR CERTIFICATED EMPLOYEES

The board of education will adhere to state statutes with regard to the termination process for certificated employees.

The Superintendent, or the Superintendent’s designee, may take action with regard to a certificated employee’s performance or conduct which is deemed reasonably necessary to assist the certificated employee and further school purposes, including:

1. Counseling.
2. Oral reprimand.
3. Written reprimand.
4. Suspension without pay not to exceed 30 working days.

Prior to taking the above action, the certificated employee shall be advised of the reasons for the proposed action and provided the opportunity to present the employee’s version of the facts. A certificated employee may proceed under the school district’s grievance procedure.

All employees shall be notified in writing on or before April 15th of any contemplated Board action on the teaching contract. Such notice shall advise the employee of their rights. The Board hereby affirms that all actions taken in connection with employee contracts will be taken in accordance with the provisions of state statute.

The final decision by the Board of Education with respect to a certificated employee’s contract shall be made no later than May 15th of the calendar year unless mutually continued by the parties.

The Board also specifically affirms that it shall be guided by state statute in regard to procedures relating to the cancellation or amendment of a certificated employee’s contract during the school year.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
EVALUATION OF PROBATIONARY CERTIFICATED STAFF

In accord with state statute it shall be the policy of the district that all probationary certificated employees employed by the district shall, during each year of probationary employment, be evaluated at least once each semester in accordance with the following procedures;

The probationary employee shall be observed and evaluation shall be based upon actual classroom observations for an entire instructional period. Should deficiencies be noted in the work performance of any probationary employee the evaluator shall provide the teacher or administrator at the time of the observation with a list of deficiencies, a list of suggestions for improvement and assistance in overcoming the deficiencies and follow-up evaluations and assistance when deficiencies remain.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
DUE PROCESS HEARING PROCEDURE

This policy specifically applies only in those instances where a formal due process hearing is required under state statute. This policy specifically does not apply to any other person, or to any other situation than is specifically required by those sections.

When a formal due process hearing is required by state statute.

1. Notification to the certificated employee shall be given in writing at least five(5) days prior to the hearing of the ground alleged for action, cancellation, termination, or other amendments of the employee’s contract.

2. Upon request of the certificated employee, a notification, at least five(5) days prior to the hearing, of the names of any witnesses who will be called to testify against the certificated employee, and an opportunity to examine any documents that will be presented at the hearing shall be provided.

3. The employee has the right to be represented.

4. The employee shall have an opportunity to cross-examine all witnesses and to examine all documents and to present evidence material to the issues at the hearing.

5. Due and proper notice of the hearing shall be given in accordance with the Nebraska Open Meetings Law then in effect.

6. The school board’s decision shall be based solely upon the evidence produced at the hearing, and the board shall reduce its findings and determination to writing, and deliver a copy thereof to the employee.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
REDUCTION IN FORCE

Reduction in Force. A reduction in force of certificated staff members may be determined to be appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. The Board of Education shall, in its sole discretion, determine whether such a change or changes have occurred and whether a reduction of certificated staff is necessary. Changes in certificated staff will be accomplished, when possible, through the normal procedures of resignations, retirements, leaves of absence, and other methods of changes of staff.

Notification of Affected Personnel. The superintendent shall notify those certificated employees whose contract may be reduced. Provided, however, that the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service which such permanent employee is qualified for by reason of certification and endorsement to perform or where a certification is not applicable, by reason of college credits in the teaching area.

Definition of Reduction in Force. A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number or percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee’s contract reducing the extent of the employee’s employment.

Administration. Due to the confidential and unique personal working relationship necessary between the administration and the board of Education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

Criteria. The selection of personnel for reduction in force shall be made with consideration given to the following criteria, which are not listed in any order of importance: (1) programs to be offered; (2) areas of certification and endorsement which would be of present or future value to the school district; (3) state and federal regulations which may mandate certain employment practices; (4) special qualifications acquired by specific training and/or experience; (5) contributions to district’s activity programs; (6) qualifications based on past performance and competence as determined by the principal, superintendent, and/or other evaluator through employee evaluation procedures; (7) the organizational and educational effect created by multiple part-time certificated employees; and (8) any other reasons which are rationally related to the instruction in or administration of the school system.

Performance Evaluation. For purposes of reduction in force, performance evaluation shall be based upon a minimum of one classroom observation per year for 15 minutes. The evaluation form shall be the document used for the periodic evaluation of teachers’ teaching performance.

Endorsement. Endorsement shall mean the endorsement(s) as shown on each teacher’s Nebraska Teaching Certificate.
**Special or Advanced Training.** Special or advanced training shall mean the college credits or special training in a teaching area or areas under consideration.

**Contribution to Activity Programs.** Contribution to the activity programs shall mean the employee’s involvement in the programs and activities sponsored by the school district.

**Experience.** Experience shall mean actual teaching experience on a full-time equivalency basis in the school district.

**Use of Evaluations.** If employee evaluations are to be used as a criterion in a reduction in force, the comparison of evaluations shall be based on the most recent three years of evaluations. For the purposes of this policy, employees shall be observed and evaluated at least once per year for a minimum of fifteen minutes on the forms used for the periodic evaluation of certificated staff members. If three years of evaluation are not available for an employee, the comparison shall be made on the basis of the evaluations available for that employee.

**Uninterrupted Service.** If, after consideration of the criteria set forth above, it is the opinion of the Board of Education that no significant difference exists between or among certificated employees being considered for reduction in force, the employee(s) with the longest uninterrupted service to the district shall be retained. Uninterrupted length of service shall be defined as the number of continuous full-time equivalent years of employment in the district as a teacher. A full-time equivalent year is defined as employment on a full-time basis for an entire school year. Less than full-time employment would reduce the teacher’s full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year of full-time equivalent employment. A break in service will terminate a teacher’s seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher’s uninterrupted service.

**Dismissal With Honor; Right of Recall.** Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the school or any position for which he or she is qualified by endorsement or college preparation to teach. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year or years of absence from employment shall not be considered as a year or years of employment by the district. An employee under contract to another educational institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

**Filing of Endorsements.** It shall be the responsibility of each certificated employee to file with the superintendent of schools a copy of the employee’s teaching certificate, including endorsements, upon initial employment with the district. It shall be the responsibility of the employee to file with the superintendent evidence of any changes in certification or endorsements which have occurred since the previous filing or are pending.

**Filing of Change in Address; Offer of Recall.** Any certificated employee whose employment contract is terminated as a result of reduction in force shall, during the period which he or she is eligible for recall, report his or her current address to the superintendent of schools and shall inform the
superintendent of any changes of address thereafter. If a vacancy in the system occurs for which an employee has right of recall, the offer of such employment may be sent by the superintendent to the employee’s last known address. If the school district does not receive written acceptance of such offer from the employee within ten days of mailing, the employee shall be deemed to have waived his or her rights to recall and to said employment position.

Policy adopted: June 7, 1999
Replacing previous RIF policy adopted February 20, 1989
and revised and Reviewed: December 16, 1996.
RESIGNATION OF CERTIFIED STAFF

Resignations should be sent to the Board of Education through the Superintendent not less than thirty days before the date effective, except in cases of sickness or other serious emergency. The Board of Education only accepts resignations in cases where hardship or pressing personal need must be considered, and only when suitable replacements can be found.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
RETIREMENT AND SOCIAL SECURITY

All employees of the district are covered by social security. The deductions shall be in accordance with the regulations set forth by the federal government as to percent and total deductions.

Employee retirement and the District shall be in accordance with the regulations set forth by the State of Nebraska.

Policy adopted: February 20, 1989
Reviewed and Revised: November 16, 2009, September 15, 2014, December 10, 2018
ASSIGNMENTS TO DUTIES AND RESPONSIBILITIES

The Superintendent shall assign all principals, teachers, and classified personnel. He/she shall have the authority to assign specific responsibilities and duties, such as noon and recess duties, supervision of pupils in halls, study halls, playgrounds and school grounds, work on faculty committees, and staff activities, etc. Assignments shall, in so far as is possible, provide for equitable and fair distribution of duties, teaching load, and other responsibilities, except for personnel whose contract as basis of employment indicates special duties and load. He/she may delegate some of this responsibility to the principal.

Any teacher who is aggrieved with his/her assignment of duties and responsibilities may appeal to the Superintendent of Schools.

There will be a few days each year when part-time teachers will be required to spend the entire day working such as (workshops, parent/guardian-teacher conferences, etc.) but they will not receive extra pay for these extra half days worked.

The coaching staff may have summer camps in our school system if they take the responsibility and plan all the activities according to NSAA rules and regulations and obtain administrative approval.

Transfers may be made at the initiative of the Superintendent or other administrative officers or at the request of the employee and for any purpose which, in the judgment of the Superintendent, is for the best interests of the employee or the school system.

Policy adopted: February 20, 1989
Reviewed: May 19, 1997
ASSIGNMENTS - SPECIAL PROJECTS

The appointment, which occurs as a result of funding under a special program, such as Title I ESEA, will constitute a special working agreement between this district and the staff member involved. The contract document given to such a staff member will note the source of funding and clearly indicate that the responsibility of the district as employer will terminate in the case of reduction or elimination of funding for that particular special project.

Staff so employed by special funds will be subject to the applicable policies and regulations of the District.

In the case of staff members previously hired by the district, the payment by special funds will not alter previous conditions of tenure and seniority.

Policy adopted: February 20, 1989
Reviewed and Revised: November 16, 2009, September 15, 2014, December 10, 2018
The regular scheduled hours during which teachers shall be present are 8:00 a.m. to 4:00 p.m. on in-service days and days when school is in operation. At times teachers may be asked to arrive early, or stay late for the purpose of teachers’ meetings. On Fridays teachers may leave as soon as school is dismissed, if no extra duty has been assigned, if no teacher meeting has been called by the Administration, if no teacher is requested by a parent/guardian for a meeting, and if no IEPs have been scheduled. At least one week’s notice must be given in advance of Friday after school teacher’s meetings, except in case of an emergency.

In addition, teachers may be assigned other responsibilities by the Principal or Superintendent for supervising or directing school activities or affairs in accordance with established policy and on a nearly equal basis as is possible.

ADMINISTRATIVE GUIDELINES:

The Board of Education directs the Superintendent of schools to inform the certificated staff that professional meetings called by the local education association (PEA), are not to be held during the hours that teachers are on duty. 8:00 a.m. - 4:00 p.m.

Also, it is recommended that any representative from the Nebraska State Education Association, any teachers, counsel, or attorney, or similar organization or individual, not visit with teachers between the hours of 8:00 a.m. and 4:00 p.m.

Policy adopted:  February 20, 1989
Reviewed and Revised:  November 16, 2009, September 15, 2014, December 10, 2018
EVALUATION OF CERTIFICATED EMPLOYEES

All certificated employees to be evaluated shall be notified annually in writing. A certified administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certified employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee’s instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms “actual classroom observation” and “entire instructional period” are defined as follows:

**Entire Instructional Period.** For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), and entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40 minute periods (e.g., librarians or speech therapists) consists of not less that 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator’s work during the semester for no less than 40 minutes.

**Actual Classroom Observation.** Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have a classroom responsibility (e.g., administrators or librarians), the requirement of “actual classroom observation” will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Policy adopted: February 20, 1989
OUTSIDE EMPLOYMENT OF SCHOOL STAFF

Non-school employment by a district employee must not conflict with his/her obligations to the district. Extra-duty assignments must take precedence over outside employment.

It shall be the policy of the Board of Education that NO certificated staff members be employed by the district as full-time, regular bus route drivers. Substitute bus drivers and activity trip drivers may be certificated teachers employed by the district.

Policy adopted: February 20, 1989
PAXTON PROFESSIONAL GROWTH CREDIT POLICY STATEMENT

The sole purpose of this policy is to enable certified staff to meet the provisions of Nebraska Statute. All permanent certified staff members of the district shall give evidence of six units of professional growth every six years of employment.

PROFESSIONAL GROWTH PERIOD This period refers to the six year period during which a permanent certified employee is required to give evidence of professional growth. For persons who had achieved permanent/tenured status as of September 1, 1982, the professional growth period ends September 1, 1988. A new professional growth period begins in 1988 and each successive six year period thereafter. For persons attaining permanent/tenured status after September 1, 1982 the professional growth period begins September 1 of the year in which such status was attained and each 6 year period thereafter shall constitute the applicable professional growth period.

COLLEGE CREDIT Six hours of college credit, graduate or undergraduate, earned during any professional growth period, shall be accepted as evidence of professional growth. Grade slips or a transcript of credits earned shall serve as evidence of credit earned and shall be filed with the Superintendent or his/her designee, and shall be maintained in the employee’s personnel file.

There will be no credit carry-over of hours earned in any stated six year period into the next six year period.

APPLICABILITY TO THE SALARY SCHEDULE Credit hours earned to complete the professional growth requirement shall be applicable for movement on the salary schedule if such hours meet existing criteria for salary advancement set forth in the negotiated agreement and/or board policy.

Any change in the number of professional growth points required, the types of activities allowed for purposes of professional growth, or any limitations as to the applicability of activities following the adoption of these provisions shall not be retroactive with regard to work already begun. Implementation of any changes in professional requirements shall be in such a manner as to cause no penalty to those staff members who are currently working on professional growth requirements for their present professional growth period. All professional growth activities earned pursuant to these provisions shall be accepted by the Board of Education as evidence of professional growth.

PROFESSIONAL GROWTH ACTIVITIES Listed below are the activities for which growth points may be earned.

One unit is defined as:

a. One semester hour of verified credit from an accredited college.

b. Twelve clock hours of approved and verified classroom involvement for no credit class (auditing).

c. An accumulation of twelve clock hours of approved and verified involvement in workshops, classes, training sessions, lectures sponsored by school district, college, university, or Educational Service Unit 46.
1. Student teaching supervisors will receive one semester hour of credit for each student teacher.

2. Any certified staff member serving on a State or National Department of Education Committee shall receive one semester hour of credit for each committee the serve on.

3. Any certified staff member serving as a state or national officer of a professional organization shall receive one semester hour of credit for each office held.

4. Any certified staff member who teaches a workshop class will receive one semester hour of credit for each class taught. (Example: class at teacher’s convention, class sponsored by Educational Service Unit 46, class at preschool workshop day in North Platte or Ogallala).

APPROVAL AND VERIFICATION OF PROFESSIONAL GROWTH ACTIVITIES OTHER THAN COLLEGE HOURS

Prior to attending or participating in a professional growth activity, the employee shall notify the Superintendent or his/her designee of the employee’s intent to participate in the activity by completing a “Professional Growth Activity Form.” Prior approval of the Superintendent or his/her designee must be received before the start of the activity, the activity as set forth on the form will qualify for professional growth as provided for in this policy and where the attendance and participation was actually completed. Any activity requiring absence from school during a school or contract day shall be governed by the professional leave policies of the School District.

REVIEW OF PROFESSIONAL GROWTH STATUS

Records of professional growth activities shall be maintained in the employee’s personnel file. At the start of each school year, each employee shall check with the Superintendent’s Office to obtain in writing his/her status of his/her professional growth status and the remaining points to be earned during that professional growth period.

Policy adopted: February 20, 1989
CORPORAL PUNISHMENT

“Corporal punishment is prohibited in Paxton Consolidated Schools. A staff member may use physical contact with a student only to prevent immediate physical injury to a staff member, a student or school property. The amount of force used shall be no more than is sufficient to restrain the injurious activity. Physical contact may not be used as a means of discipline.”

Policy adopted: February 20, 1989
JURY DUTY

When a teacher is required to report to jury duty the teacher shall have deducted from his/her salary the amount of compensation paid by the court for jury duty. The school district shall pay the salary for a substitute teacher should one be required during the absence of the regular teacher.

Policy adopted: February 20, 1989
CLASSIFIED EMPLOYEES

Classified employees of the Paxton Consolidated Schools shall be considered for re-hire not later than June 30.

Classified employees shall receive a job description stating their responsibilities and their compensation to include additional benefits.

The superintendent and/or principal shall assign the duties and responsibilities to all personnel on as equitable and fair distribution as possible.

A physical examination shall be required of all cooks when hired by District. Bus drivers will be required to have a physical examination each year they are employed by the District. The district shall pay for the examination, provided the doctor and cost of the said physical is approved by the administration.

Vacation for custodians must be taken within the twelve month period with clearance from the administration. No vacation to be for more than a two week period. If not taken it is lost. (Hire from July 1 to June 30)

Cooks are employed for a period of 9 months, plus sufficient time before schools opens and after school closes to secure the lunchroom and or prepare for the school year.

The Business Manager is hired on a yearly basis. The employment period will run from July 1st to June 30th. Working hours will be set by the Superintendent. The Business Manager will be paid for 10 vacation days. A secretary may be hired on a at-will basis with the wages and duties to be determined by the Superintendent.

Substitute non-certified personnel will be hired by the District at a wage rate of not less than the minimum wage law requires. These substitute personnel will be hired on an hourly wage. Bus driver substitute pay shall be equal to the regular driver.

Classified employees will be allowed to pay for insurance through the school plan by reducing their wages by the amount of the premium, and that the premium would be considered part of their compensation in any future wage negotiations.

Classified employees will be expected to comply with the demands made of them by the court system when summoned for jury duty. When a classified staff member is required to report to jury duty, the amount of compensation paid by the court for jury duty shall be deducted from the employee’s ordinary workday pay.
New employees receiving sick leave shall receive two days of sick leave at the beginning of the school year and one additional day each successive month until a total of 10 days has been reached. In the event an employee uses more sick days than they have earned they will not be eligible for sick leave pay until the end of the school year providing they complete the entire school year.

Part-time employee sick leave will be prorated according to hours worked.

Bus drivers will be allowed four days of sick leave a year.

All classified employees will keep their time using the District time clock.

Policy adopted: February 20, 1989
TEACHER AIDES

The Paxton Consolidated Schools can employ persons who do not hold valid Nebraska teaching certificates or permits, but must meet Nebraska Department of Education requirements to serve as aides to teachers. A teacher aide must be assigned duties which are non-teaching in nature. The aide must be specifically prepared for their duties, including the handling of emergency situations which might arise in the course of their work.

Policy adopted: May 19, 1997
DRIVERS OF SCHOOL VEHICLES
SCHOOL PERSONNEL

Keep trip and service log up-to-date. These are in the school vehicles. Any vehicle defect should be reported to the Administration at once.

Any accident involving a school vehicle should be reported to the Administration immediately.

School vehicles are to be kept clean. It is the responsibility of the drivers and activity sponsors to make sure buses and other vehicles are clean.

The driver is personally responsible for traffic violations while driving or in charge of a school vehicle.

Cell phone use is prohibited while transporting students in school owned vehicles.

Vehicle drivers can assign seats to the passengers.

REF.: Policy 5012

Policy adopted: February 20, 1989
SOLICITING

Solicitation of teachers or employees for donations for any drives such as Red Cross, Salvation Army, United Fund, etc. will not be permitted in the school system.

Policy adopted: February 20, 1989
The District is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school’s activities.

DEFINITIONS

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school’s activities shall mean, but not be limited to the following:

1. The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.

2. The possession, use or distribution of alcohol on school premises or as a part of any of the school’s activities.

As used herein, the term “school premises” shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the District.

As used herein, the phrase “as a part of any of the school’s activities” shall mean any activity or enterprise carried out in whole or in part under the auspices of the District.

PROCEDURES

1. All employees and each new employee will receive a copy of this policy.

2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District’s policy of absolutely prohibiting conduct as set forth in this policy and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above stated standards of conduct and further acknowledging that such compliance is mandatory, and will further acknowledge that failure to comply with such federal requirements may put the District’s receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent or his/her designee at the time this policy is distributed to the employee. If no question is directed by an employee to the Superintendent of Schools or his/her designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.

4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent or his designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his/her designee shall maintain a list of such available services and shall from time to time update such list.

5. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
   
a. An oral reprimand,
b. A written reprimand,
c. Suspension with pay,
d. Suspension without pay,
e. Termination of employment,
f. Conciliation of employment,
g. Non-renewal of employment,
h. Referral to appropriate authorities for criminal prosecution,
i. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District,
j. Mandatory enrollment in any training programs that are or may be provided by the District or others relating to any of the activities prohibited by this policy.

6. Disciplinary action sought to be imposed by the Superintendent or his/her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent or his/her designee subject to the Superintendent’s approval, provided only that such action shall be carried out within the bounds of applicable law.
7. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other official of the District, the employee may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law.

8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his/her designee may require the employee to successfully finish a drug abuse program. As used herein, the term “drug abuse program” shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his/her designee may require the employee to provide the Superintendent or his/her designee written documentation satisfactory to the Superintendent or his/her designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his/her designee in his/her sole discretion may require the employee to enroll such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his/her designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his/her designee. The Superintendent or his/her designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.

9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute as hereinabove referred to in this policy to report such charge or conviction to the Superintendent or his/her designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his/her own legal advice regarding any such potential self-incrimination.

Reviewed: May 19, 1997
ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL’S ACTIVITIES.

I, the undersigned, do by affixing my signature hereto acknowledge that I understand the absolute prohibition of the District against any employee of the District engaging in unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on the school premises or as a part of any of the school’s activities as defined by board policy or administrative directive. I further understand by affixing my signature hereto that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment of the District.

Dated this __________day of _______________________, 20___

_________________________________  
Signature of Employee
DRUG-ALCOHOL TESTING, BUS DRIVERS

It is the policy of the District that its drivers should be free from drug and alcohol abuse. Consequently, the use of illegal drugs or improper use of alcohol by drivers is prohibited. The overall goal of drug and alcohol testing is to ensure a drug-free and alcohol-free transportation environment and to reduce accidents, injuries and fatalities. The requirements of this policy are established by federal and state law and regulations regarding the use of alcohol and drugs.

Reviewed: May 19, 1997
COMPUTER SYSTEM USE

Application and Intent

This policy shall apply to all employee users of the District computer system. It is intended to provide minimum standards for acceptable use, including clarification of uses that are consistent or inconsistent with this policy.

Definitions

- “User” shall mean but is not limited to: an employee of District.
- “Computer System” shall mean but is not limited to: hardware, software, network, servers and data.
- “Network” shall mean but is not limited to: video, voice and data networks and their components.
- “Data” shall mean but is not limited to: any electronic file or hardcopy.

General Provision

Employees of the District may use the District’s computer system for personal use in accordance with the rules and regulations which accompany this policy. Personal use of the District’s computer system shall be construed to be an “employment benefit.” The computer system includes the District’s e-mail system, Internet access, or any other computer service or equipment supported with School District funds.

Expectations of Privacy

All communications sent via the District’s computer system are the property of the District and may be subject to being retrieved and viewed by authorized administrators at any time for any reason connected with official District business. There is a cache on every computer which tracks the various addresses visited by that computer. This cache is also considered property of the District and may be accessed at any time by the District. E-mail communications are public records under the “Public Records Act” and are subject to being produced for public inspection upon receipt of a proper request unless there is a legal basis to withhold the record.

Materials stored on the District computer system may be subpoenaed if it is deemed relevant to any school related legal action or hearing.

Property rights

All data or products created on the District Computer system by employees of the District becomes the property of the District. Therefore, any productions or reproductions made for personal gain without District authorization are illegal.
Purpose

The purpose of these rules and regulations is to provide guidance for district employees in using the District’s computer system.

Using the District’s computer system shall constitute an agreement on behalf of the user to abide by the provisions of these rules and regulations.

General

All users must act honestly and responsibly. Users are responsible for the integrity of these information resources. Users must respect; the rights of other computer users, the integrity of the physical facilities and controls, property rights of the district, and all pertinent licenses and contractual agreements related to District’s computer system. Users shall act in accordance with these rules and regulations and the relevant local, state and federal laws and regulations. Failure to conduct oneself in compliance with these rules and regulations may result in denial of access to the District’s computer system and/or other disciplinary action.

Permitted Use

The District’s computer system is to be used predominately for District related business. Personal use is permitted as an employee benefit as stated in this policy.

Inappropriate Use

Inappropriate use of the District’s computer system is prohibited. Inappropriate use includes, but is not limited to the following:

- Violating local, state or federal regulation.
- Accessing or using pornographic or sexually explicit materials.
- Using sexual overtones or sexually harassing content.
- Interfering with school operations or performing of employee duties.
Inappropriate Use (Continued)

- Promoting or opposing any political candidate or issue.
- Using for personal business financial gain (i.e., exceptions would include using the System to contact a banker or stock broker to conduct personal financial transactions, listing personal items for sale to other employee, such as a boat, furniture, football tickets, etc., or ordering merchandise over the System, as long as these activities do not hinder or interfere with completion of employee duties).
- Violating or infringing upon the right of others.
- Submitting, publishing, or displaying any racially offensive, defamatory, inaccurate, abusive, or illegal material.
- Violating any license or copyright.
- Using for any unauthorized purpose.
- Academic dishonesty.
- Accessing unauthorized files or systems.
- Providing an ID and/or password to a third party or parties (Users are responsible for all uses of their own ID and password, therefore any providing of that ID and/or password to a third party or parties which results in inappropriate or unauthorized use of the System will be a violation by the user).
- Accessing another user’s files or using another’s ID and password without permission.
- Modifying or removing computer equipment, software, or peripherals without proper authorization.
- Damaging or destruction of any component of the System.

Courses of Action
Failure to abide by these rules and regulations regarding the use of the District’s computer system may result in the imposition of one or more of the following courses of action:
- Loss of computing privileges.
- Disciplinary action.
- Civil action.
- Criminal prosecution.

Acknowledgement
Use of the District computer system will be subject to the user’s signing the “Acknowledgement Form” which contains an acknowledgement of the right for school officials to have access to all System data and further, granting that right as part of their signature on the form. The “Acknowledgement Form” shall be signed at the beginning of each school year by all employees who will be using the computer system.

Adopted: June 7, 1999
EMPLOYEE USER ACKNOWLEDGEMENT FORM

I have read, understand and will abide by the Rules and Regulations for the Policy #7046, Personnel, Computer system use.

I also understand that the computer system and all data which may be stored thereon, including the cache data from the Internet, are considered property of the District and may be accessed at any time by school officials.

I further understand that any violation of the Rules or Regulations may result in disciplinary actions.

USER NAME (please print)_______________________________

USER SIGNATURE____________________________________

DATE_____/_____/______
SOCIAL SECURITY NUMBERS

Employee social security numbers shall be kept confidential to the extent required by law. Use of more than the last four digits of an employee’s social security number shall be made by the District only for:

1. **Legal Mandates.** Compliance with state or federal laws, rules, or regulations.
2. **Internal Administration.** Internal administrative purposes, including provision of employee social security numbers to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the internal administrative uses shall not permit use of employee social security numbers:
   a. As an identification number for occupational licensing.
   b. As an identification number for drug-testing purposes except when required by state or federal law.
   c. As an identification number for District meetings.
   d. In files with unrestricted access within the District.
   e. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
   f. For posting any type of District information.
3. **Voluntary Transactions.** Commercial transactions freely and voluntarily entered into by the employee with the District for the purchase of goods or services.

The District will not use or require an employee to use more than the last four digits of an employee’s social security number District for:

1. **Public Posting or Display.** Any public posting or display available to the general public or to an employee’s coworkers.
2. **Internet Transmission.** Transmission over the Internet unless the connection is secure or the information is encrypted.
3. **Internet Access.** To access an Internet web site unless a password, unique personal identification number, or other authentication device is also required to access the Internet web site.
4. **Identifier.** As an employee number for any type of employment-related activity.

Policy adopted: September 17, 2007
Reviewed and Revised: January 18, 2010, March 17, 2014, April 8, 2019
FACILITIES FOR MILK EXPRESSION

The district will designate a private area, other than a restroom, for an employee for breast-feeding or to express breast milk for nursing child in a place which is shielded from view and free from intrusion from co-workers and the public.

Reviewed: October 19, 2015
Approved: November 16, 2015, April 8, 2019
PROHIBITION ON AIDING AND ABETTING SEXUAL ABUSE

A school employee, contractor, or agent of the school district is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law.

“Assisting” does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act (for example, where the matter has been investigated by law enforcement and the person has been exonerated and approved by the Superintendent or designee.)

Reviewed: June 20, 2016
Approved: July 18, 2016, April 8, 2019
WORKPLACE PRIVACY

1. The District will abide by the Nebraska Workplace Privacy Act and will not:
   
a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;

b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee’s or applicant’s personal Internet account or provides the District access to the employee's or applicant's personal Internet account;

c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant’s personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;

d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.

e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District’s technology policies, procedures and guidelines, including the District’s Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

a. Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District’s network, to the extent permissible under applicable laws;

b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;

c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee’s personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;

d. Any other reason permitted by the Workplace Privacy Act.
EMPLOYEE FUNDRAISING

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent’s designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

a. The employee shall inform the Superintendent or Superintendent’s designee of any content (including online messages or requests) that the employee intends to publish.

b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.

c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent’s designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Review Policy: June 19, 2017
Approve Policy: July 17, 2017, April 8, 2019
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SCHOOL CENSUS

The Board of Education shall establish a permanent and continuing census or enumeration of school children. The names of all children residing in the school district, from birth to twenty-one years, shall be maintained.

Policy adopted: February 20, 1989
Reviewed: June 16, 1997
Reviewed: September 15, 2003
Reviewed and Revised: March 15, 2010, January 19, 2015
COMPULSORY ATTENDANCE AGES

The District will adhere to compulsory attendance age requirements as set forth in statute.

See Student Handbook on Absences

Policy adopted: February 20, 1989
Reviewed: June 16, 1997
Reviewed: September 15, 2003
Reviewed and Revised: March 15, 2010, January 19, 2015
A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the School Board that the child is capable of carrying the work of kindergarten.

Early Admission to Kindergarten:
The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child’s: (1) mental ability, (2) social/emotional development, (3) pre academic skills, and (4) fine and/or gross motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

a. will turn 5 years of age between August 1 and October 15;
b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
c. are selected on the basis of testing by professionals trained and certified to administer the assessments.

At the discretion of the Superintendent or designee, the assessments may be administered by the School District’s professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determined appropriate. The academic, social, and emotional readiness, as well as the student’s physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student’s readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments.
are completed. There is no provision in the policy for reevaluation, retest, or parental appeal to the district decision.

Families who seek early admission of their child into kindergarten must obtain an Early Entrance to Kindergarten Packet from the school district website or from the Superintendent’s Office.

Parents must fill out the early entrance application forms, which includes a parent questionnaire. The assessment request, parent questionnaire, and additional documents required, must be completed and returned to the Superintendent no later than May 1st of the spring before fall enrollment to allow timely assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child’s parents or guardians. Institutional factors, such as capacity, may also be considered.

Policy adopted: February 20, 1989
ENROLLMENT OF STUDENTS

Students of school age residing in the District, students who have at least one (1) parent/guardian residing in the district, and students of school age who may be by law allowed to attend the District’s schools without charge, shall be permitted to enroll in the District’s schools tuition-free. Parents are permitted to delegate their parental rights to another person provided they file with the school proper forms consistent with current law. The current form is attached to this policy.

Nonresident students residing within the State may apply for enrollment in the District pursuant to the District’s option Enrollment Program. Students who reside out of state may apply for application for enrollment pursuant to Nebraska Statute.

The District may accept foreign exchange students when space permits and such students are legally residing in the United States. Foreign exchange students are encouraged to participate in the curriculum of the school they attend in a manner, which promotes the education of other students.

District personnel shall determine final grade placement for students transferring from non-public schools or from schools outside of the district.

Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent’s students.

Policy Adopted: January 20, 2003
Reviewed: September 15, 2003
Reviewed and Revised: March 15, 2010, September 16, 2013, January 19, 2015, July 9, 2019
TEMPORARY DELEGATION OF PARENTAL POWERS

I, ________________________________________ of _______________________________________, Nebraska, do hereby make and appoint __________________________________________ of ______________________________________, to act for me and ______________________________________________________________, to act for me and ______________________________________________________________, to act for me and

in my name to exercise all my powers regarding the care, custody and property of ______________________________________, born ______________________________________, born ______________________________________, born except my power to consent to marriage and adoption of the child. I hereby give __________________________________________ full power and authority to do everything necessary to be done, as fully as I could or might do if personally present, for a period not exceeding one year beyond this date. I confirm and ratify all lawful acts done, or caused to be done by __________________________________________ acting under this Delegation of Powers regarding the care, custody and property of my child. This Delegation of Parental Powers may be revoked by me at any time before the expiration of this one year period by written notice to __________________________________________ at the address above.

WITNESS my hand this ____ day of ___________________, 20__.

____________________________________
(your signature)

ACKNOWLEDGED before me this ____ day of ___________________, 20__.

____________________________________
Notary Public
BIRTH CERTIFICATES

Any person enrolling a student for the first time in the school district must provide the superintendent/principal or designee with a copy of either:
   a. A certified copy of the student’s birth certificate, or
   b. Other reliable proof of the student’s identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

If the person enrolling the student fails to provide the superintendent/principal or designee with the above information within 30 days of the student’s enrollment, the superintendent/principal or designee will notify that person that unless he or she complies within 10 days, the superintendent/principal or designee will refer the matter to local law enforcement for investigation. If compliance is not obtained within that 10 day period, the superintendent/principal or designee will immediately report the matter to local law enforcement.

Policy adopted: February 20, 1989
Reviewed: June 16, 1997
Reviewed: September 15, 2003
Reviewed and Revised: March 15, 2010, January 19, 2015
ASSIGNMENT OF STUDENTS TO CLASSES AND TEACHERS

It is the responsibility of the Superintendent and or designee to see that all teachers and students are assigned to classes.

Policy adopted: February 20, 1989
Reviewed: June 16, 1997
Reviewed: September 15, 2003
Reviewed and Revised: March 15, 2010, January 19, 2015
PERMISSION TO LEAVE SCHOOL

No staff member shall excuse any student from school prior to the end of the school day, or into any person’s custody, without the direct prior approval and knowledge of the building administrator. Additional precautions may be taken by the school administration appropriate to the age of students as needs arise.

Students shall not leave the school grounds during scheduled class time without permission from an administrator. Permit to leave the building passes are available and should be used for this purpose.

Reviewed: June 16, 1997
Reviewed: October 20, 2003
Reviewed and Revised: March 15, 2010, January 19, 2015
STUDENTS RIGHTS AND RESPONSIBILITIES

The rights and limits of students regarding freedom of speech, press and assembly shall be in accord with the First Amendment of the United States Constitution.

Every member of the school community, including students, parent/guardians and school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.

Students have the same rights to register grievances and complaints.

See Student Handbook.

Policy adopted: February 20, 1989
Reviewed: June 16, 1997
Revised: October 20, 2003
Reviewed and Revised: March 15, 2010, January 19, 2015
STUDENT INTERVIEWS

It is the policy of the District to deny, both in person and through printed material, access to students during regular school hours and times during which students are under the direct or implied supervision of school personnel.

Exceptions to this policy include:

1. Parent/guardians and custodial persons, and those persons specifically authorized by parent/guardians and custodial person to meet with a student.

2. Law enforcement personnel or other persons acting as agents of the courts or the State of Nebraska who are required to confer with a student during regular school hours in the regular administration of their official responsibility.

3. Those persons authorized by school officials to meet with students in order to conduct the traditional functions of public instruction (e.g., college and university representatives, military representatives, class ring and graduation announcement salespersons). It is understood that conferences of this nature will be voluntary on the part of students and parent/guardian permission or custodial permission is not required.

4. Those community groups who have obtained permission from the Superintendent or designee to distribute literature or information to students.

Access denial will include all persons and literature representing or advocating religious beliefs or philosophies (e.g., Gideons, Campus Life, etc.).

The method of distribution of approved materials or information to students will be designated by the Superintendent/Principal or designee to be least in conflict with the regular instructional goals and processes of the District. Whenever possible, such materials or information will be presented to students during the concluding portion of a school day or immediately following dismissal.

At no time will access to students, either in person or through printed materials, be granted if such access is deemed to not be in the best educational interests of the District and its students.

Policy adopted: February 20, 1989
Policy Amended: November 16, 1992
Reviewed: June 16, 1997, October 20, 2003
Reviewed and Revised: March 15, 2010, January 19, 2015, July 17, 2017
SUSPENSION OF PUPILS

Students who are involved in any offenses at school or school sponsored activities may be suspended from school by the Superintendent or Principal on the basis of evidence that strongly indicates that the pupil committed the following offenses against school discipline or moral codes of personal conduct:

Statute provides the conditions and applicable procedures for each type of exclusion in the student discipline act.

Policy adopted: February 20, 1989
Policy revised: February 19, 1996
Reviewed: June 16, 1997
GUN FREE SCHOOL POLICY

It shall be the policy of District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp., peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, for instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace office. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as or otherwise authorized by law.

Policy adopted: February 19, 1996
Reviewed: June 16, 1997; October 17, 2003
Revised: October 20, 2003
Reviewed and Revised: March 15, 2010, January 19, 2015
STUDENT GOVERNMENT

In order to encourage student participation in the various activities of school life and to provide opportunity for training in the democratic process, the schools of the district may maintain and operate student councils. Such councils shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process.

Student councils shall not have authority to unilaterally make policies for the district or regulations for the school; nor shall they have any disciplinary authority, except for recommending removal from the council of one of their members. However, a council may make recommendations to the administration on any topic of student concern.

The administration and student council of any school shall keep channels of communication open, not only between themselves, but between all students and the council.

Policy adopted: February 20, 1989
Reviewed: June 16, 1997; October 20, 2003
STUDENT PUBLICATIONS

The student publications of the school district should provide an opportunity for students to observe the operation of a free responsible press in a free society. Care shall be exerted to insure the accuracy of anything published. While it is recognized that students represent the primary audience, student publications are also read by and must speak to faculty, administrators, parent/guardians and the community as a whole.

Items which are considered to be libelous, malicious, obscene or profane, material gained through invasion of privacy, material which may be interpreted as causing defamation of character, or copyrighted material where permission to reprint has not been obtained shall be withheld from publication.

Contributions to school publications must be signed by the composer.

Policy adopted: February 20, 1989
STUDENT ORGANIZATIONS

Membership in clubs, societies, or similar groups may provide wholesome social and recreational activities.

To guide the professional staff and students in these groups, the following guidelines have been set forth by the Board:

1. **School Clubs and Societies:** will be recognized as authorized school organizations if they are (a) organized by the school system; (b) sponsored by school personnel; (c) composed completely of current student body members; (d) hold the majority of their meetings at school and during the regular school day; (e) have an approved plan for the selection of members; (f) establish aims which are educational, of school interest, or community interest; and (g) meet all those conditions set forth for recognized school sponsored organizations.

2. **Nonschool Clubs:** Other clubs of a nonsecret nature; (a) whose membership is composed for the most part of students from one school; (b) sponsored by other than school personnel; (c) meet outside school hours at places other than at school; and (d) whose aims are other than educational, or school interest, or community interest, are considered to be nonschool clubs and beyond the jurisdiction of school authorities.

3. **Secret Organizations:** The Board of Education prohibits the establishment of, or participation in any secret organization that is in any degree a school organization.

Adopted: February 20, 1989
Reviewed: June 16, 1997; October 17, 2003
SEARCHES AND SEIZURES

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.

2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.

3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.

4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.

5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

6. Searches of the District’s computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Adopted: February 20, 1989
Amended: November 16, 1992
Reviewed: June 16, 1997; October 17, 2003
Reviewed and Revised: October 20, 2003, March 15, 2010, January 19, 2015, July 16, 2018
BOARD POLICY: CORPORAL PUNISHMENT

Corporal punishment is prohibited in Paxton Consolidated Schools. A staff member may use physical contact with a student only to prevent immediate physical injury to a staff member, a student or school property. The amount of force used shall be no more than is sufficient to restrain the injurious activity. Physical contact may not be used as a means of discipline.

Adopted: February 20, 1989
Reviewed: June 16, 1997, October 20, 2003
Reviewed and Revised: April 19, 2010, February 16, 2015
AUTHORITY TO DETAIN

Building administrators shall have the authority to establish procedures regarding detention of students beyond the regular school day.

See Student Handbook

Adopted: February 20, 1989
REQUESTS TO CONTACT STUDENTS AND STUDENT INTERVIEWS BY NON-SCHOOL PERSONNEL

A. Removals of Students and Interviews of Students

In dealing with law enforcement officials, District employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

1. Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child’s parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests.

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

(a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;

(b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child’s protection;

(c) the officer believes the child to be mentally ill and dangerous as defined in and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;

(d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;

(e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;

(f) the officer has reasonable grounds to believe the juvenile is truant from school.

(g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or

(h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.
If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of the District, the following action is to be taken:

(a) **Establish Authority to Remove.** The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit “A” to this Policy may be used for this purpose.

(b) **Notify Local Law Enforcement.** In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of the District. Local law enforcement should be contacted and requested to participate in or monitor the removal.

(c) **Notify Parent of Removal.** When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student’s parents or guardian.

A student should not be released to a private detective or “special police officer” who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student’s parent, guardian or custodian.

2. **Interviews of Students by Law Enforcement Officials**

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

(a) **Interviews not related to District Events.** If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to the District, questioning should not take place until the student’s parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.

(b) **Interviews Related to District Events.** If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student’s parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.
(c) **Child Abuse or Neglect.** If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student’s parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to those matters.

(d) **Probation Officer Interview.** A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

3. **Disclosure of Student Records**

School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. **Removals and Interviews by Persons other than Law Enforcement Officials**

A person who comes to school premises to interview a student or remove a student prior to the end of the student’s instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student’s parent, guardian or custodian, or a person authorized by the student’s parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student’s educational program. Ordinarily such contacts shall be restricted to the student’s parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

AR-5413--Exhibit A
2027 Affidavit and Release to Remove Student

Date: _____________
The undersigned hereby states and affirms to the District as follows:

1. That I am duly-appointed and acting peace officer employed by __________________________ and am currently acting within the scope of such employment.

2. That request is hereby made of the District to deliver to me the following named student: ________________________________.

3. That I am entitled to immediate physical custody of said student by virtue of:

   ( ) Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student’s protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.

   ( ) There having been issued a valid warrant for such student’s arrest, a true copy of which is attached hereto.

   ( ) There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: ____________________________________________________________

   ( ) Other (specify) the student being placed under arrest due to following authority: ____________________________________________________________

4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.

5. That the undersigned has the legal right to take custody of the student without the consent of said student’s parent(s), guardian, custodian, or the [Name] Public Schools.

6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

__________________________
(Give complete description of officer’s name and position, including badge number)
Affidavit to Interview or Question Student

Date:___________

The undersigned requests the right to interview or question _________________________, a student of the District, and hereby states and affirms to the District as follows:

( ) That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the __________________________ Court of ________ County, Nebraska.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

( ) That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

( ) That requesting consent to the interview from the child’s parent or guardian and notification of child’s parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

______________________________
(Give complete description of officer’s name and position including badge number)
STRANGERS AND STUDENTS

School personnel, knowingly, shall not permit a stranger to take a student from school property during school hours.

Adopted: February 20, 1989
STUDENT HEALTH SERVICES AND REQUIREMENTS

The purpose of the health service in the school is to help each student attend school in optimum health and to benefit from the school experience. With this purpose in mind, school personnel assisted by health care professionals shall work to promote in every student the desire to safeguard his or her own health. However, the student health services are not to take over the responsibility that belongs to the parent/guardians.

Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

1. written request of the student’s parent or guardian;
2. authorization of the student’s physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition;
3. receipt of a signed no liability statement from the parent or guardian; and
4. development of an asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

Adopted: February 20, 1989
Reviewed: June 16, 1997, November 13, 2003
PHYSICAL EXAMINATIONS OF STUDENTS

The school district requires evidence of a physical examination by a qualified physician for every Kindergarten student, in the case of elementary school, and for every Seventh Grader, in the case of secondary school. Students transferring to the school district from out of state must also provide proof of physical examination. Such proof of physical examination must be provided to the school principal or designee prior to admission to the school. Such physical examinations must have taken place within six months prior to the entrance of the student into the school system.

Evidence of a visual evaluation (for school year 2015-2016 and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

Any parent/guardian who objects to such a physical examination because of religious or personal beliefs shall present these objections in writing to the proper school officials in lieu of the proof of physical examination.

All participants in interschool athletic activities shall comply with the established regulations of the Nebraska School Activities Association in regard to physical examinations.

Adopted: February 20, 1989
IMMUNIZATION OF STUDENTS

The Board of Education, in compliance with Nebraska Statute requires each student to provide either proof of immunization, or a written statement from his or her parent/guardian that he or she does not wish to have such student so immunized. First year students and current students shall present such a proof of immunization or statement from parent/guardian by November 1st of the current school year. Students transferring into the district during the school year shall present proof of immunization or a statement from their parent/guardians within sixty (60) days after their enrollment in the school.

Students who do not either provide proof of immunization or a written statement from his/her parent/guardian declining immunization within the time framework set forth above shall be subject to an immediate 5-day suspension for the purpose of obtaining either immunization or the signed statement from his/her parents/guardian. The administration will provide written notice to the parent/guardian of the affected child by Registered Mail, return receipt requested within 24 hours of the suspension. Each student so suspended will be immediately admitted to school upon the presentation of the appropriate proof of immunization or signed statement from his/her parent/guardian.

Any student who does not provide either a proof of immunization or the signed statement described above within the five day suspension period will be subject to continued suspension or expulsion from school.

REQUIRED EVIDENCE OF IMMUNIZATION:

(a) For the purpose of compliance with this immunization requirement, the Board of Education requires the presentation of an immunization history containing the name of the vaccine, month and year of administration, name of health practitioner, agency where immunization was obtained, and signature of physician, parent/guardian or other such person maintaining the immunization history of the child, verifying that the child has received these vaccines.

(b) Medically approved laboratory evidence of immunity against diseases defined in statute including name of laboratory, date of test, name of test, test result, signature of laboratory technician performing the test or the laboratory director, and date of signature.

(c) Epidemiological confirmation of a diagnosis means that the clinical history of diseases defined in statute is corroborated with laboratory proven case(s) and that such epidemiological case(s) have been reported to and counted by the State Health Department.

Adopted: February 20, 1989
Reviewed: June 16, 1997
Reviewed: November 17, 2003
Reviewed and Revised: April 19, 2010, February 16, 2015

(See Attachment)
## Summary of the School Immunization Rules and Regulations
### For 2017-2018 School Year

<table>
<thead>
<tr>
<th>Student Age Group</th>
<th>Required Vaccines</th>
</tr>
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</table>
| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider | 4 doses of DTaP, DTP, or DT vaccine  
3 doses of Polio vaccine  
3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age  
3 doses of pediatric Hepatitis B vaccine  
1 dose of MMR or MMRV given on or after 12 months of age  
1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.  
4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age |
| Students entering school (Kindergarten or 1st Grade depending on the school district’s entering grade) | 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday  
3 doses of Polio vaccine  
3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age  
2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month  
2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. |
| Students entering 7th grade | Must be current with the above vaccinations  
AND receive  
1 dose of Tdap (contain Pertussis booster) |
| Students transferring from outside the state at any grade | Must be immunized appropriately according to the grade entered. |

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://www.hhs.state.ne.us/reg/t173.htm](http://www.hhs.state.ne.us/reg/t173.htm) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

**Updated 1/25/2017**
COMMUNICABLE DISEASE POLICY FOR STUDENT PERSONNEL

This policy provides for the implementation of Statutes when it is determined that an infected student poses an imminent threat to the health and safety of the school community; that the student’s conduct presents a clear threat to the physical safety of himself, herself or others; or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

1. Any student may be excluded from school in the following circumstances,
   a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
   b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

2. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described in subsection (1) of this section.

3. If the Superintendent or his/her designee determines that such emergency exclusion shall extend beyond five days, the school board shall adopt a procedure for a hearing to be held and final determination made within ten (10) school days after the initial date of exclusion. Such procedure shall substantially comply with the provisions of Nebraska Statute and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

This policy shall apply to students who have a “dangerous communicable disease” as that term is used in Nebraska Revised Statutes, including, but not limited to, those students diagnosed as having “AIDS” (Acquired Immune Deficiency Syndrome), “ARC” (Aids Related Complex), Human Immunodeficiency Virus (HIV), and to those who have been infected by these viruses and are capable of transmitting them, but who have not developed any of the symptoms.
It shall be the responsibility of the student’s parent/guardian to advise school officials if the student is the victim of a dangerous communicable disease.

It shall be the responsibility of school personnel to report all students suspected of having a dangerous communicable disease to the principal. The school may then require the student to submit to an appropriate medical evaluation. The sexual orientation of a student shall not constitute reasonable cause to suspect that the student is infected with a dangerous communicable disease. No student shall be required to provide information as to his/her sexual orientation. Reasonable cause does include, but is not limited to, knowledge that the student has had sexual relations with an individual infected with AIDS, ARC, or HIV; or if a school nurse or other qualified medical person documents that the student is suffering from identifiable symptoms of AIDS, ARC, or HIV.

A student found to have a dangerous communicable disease other than AIDS, ARC, or HIV shall be temporarily excluded from school with notifications to the student’s parent/guardian explaining treatment and procedures from returning to school. Students may return to school at such time that they are determined that communicability no longer exists.

Those students infected with AIDS, ARC, or HIV who are neurological-handicapped students who lack control of their bodily secretions, or who display behavior such as biting, vomiting, lack of toilet training, lack of self-restraint; and infected students who have sores or lesions that cannot be hygienically covered or concealed, shall not be permitted to attend classes or participate in school activities with other students.

The determination of whether an infected student, who is not excluded pursuant to paragraph 5 above, shall be permitted to attend classes or participate in school activities with other students shall be made on a case-by-case basis by a team composed of public health personnel, the student’s physician, the student’s parent/guardian, and appropriate school personnel, including school staff affected by the decision. In making this determination, the team shall consider:

(a) The behavior, neurological development, and physical condition of the student;

(b) The expected type of interaction with others in the school setting; and

(c) The impact on both the infected student and others in that setting.

During the time a student is excluded from the classroom or from participation in school activities with other students, and appropriate alternative or adjustment to the student’s education will be provided. A school employee shall not be required to teach or provide other personal contact services to a student excluded from classes or from participation in school activities with other students.

The school shall take the appropriate steps to insure that the proper equipment for cleanup, disposal, and handling of blood or body fluids is available in all school buildings.
One of the most difficult elements in dealing with the concern for communicable diseases in the school community is to provide essential information while maintaining confidentiality. To protect the rights of the individual and the family, no information will be given out about the individual, his/her specific medical record, or the family without the written permission of the individual or the parent/guardian of the student. If an infected student is permitted to remain in the school setting after a determination has been made pursuant to paragraph 6 above, school employees who are likely to have regular personal contact with the student shall be informed of his/her identity by the school, and shall be provided with appropriate information as to any student’s medical condition, including information as to any factors that may warrant a reconsideration of whether the student should be permitted to remain in the school setting.

Adopted: February 20, 1989
Reviewed: June 16, 1997
Reviewed: November 17, 2003
Reviewed and Revised: April 19, 2010, February 16, 2015
ADMINISTERING MEDICATION

Medications should be given at home whenever possible.

In the event that school personnel are requested to administer medication to students during school hours, the following regulations will be adhered to:

1. Medications shall be present in a school only on a current individual basis.

2. Prescription medications will only be administered as prescribed by a physician. Such prescriptions shall include the name of the drug, dosage, route, time interval medication is to be taken, and length of time to be administered. **Prescription changes must be provided by parent/guardian in form of a new prescription label or signed prescription from physician.**

3. The parent/guardian of the student shall request, in writing, that the school district comply with the physician’s order, and will give specific instructions as to the exact time or times such medication is to be administered.

4. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

5. Medication shall be administered by authorized personnel. High school students may take their own medication in the presence of authorized personnel provided parent/guardian informs the school in writing.

6. Medication administered at the school shall be stored in a secure, clean container or cabinet not accessible by students.

7. Opportunities shall be provided to communicate with the student, parent/guardian, and physician regarding the effects of the medication administered during school hours.

8. Injections: Automatic Dose Injections (such as Epi-Pens in response to bee stings and other allergic reactions) may be given by trained District personnel Emergency Medical Services (911) and the parents/guardians shall be called immediately.

9. Inhalers: Elementary students shall leave inhalers in the area designated for medications; unless the school is provided with a signed physician’s order requesting otherwise. Middle School and High School students may carry their inhalers with them and use them without supervision; however, the school will have been advised, in writing, by the student’s parent/guardian or a physician regarding the use of the inhaler.
10. Over-the-counter medications may be administered to students provided they are sent to school in the original packages with a written note from the parent or guardian requesting use by the child. Elementary students will be allowed to keep cough drops in their classroom for access from the teacher when brought to school, accompanied by a parent/guardian note requesting use by the child.

Reviewed and revised: April 19, 2010, February 16, 2015
CHILD ABUSE

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

School employees shall not contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.

Any personal interview or physical inspection of the child shall be conducted in a professional manner.

A person commits child abuse if he or she knowingly, intentionally, or negligently causes or permits a minor child to be: (1) Placed in a situation that endangers his or her life or physical or mental health; (2) Cruelly confined, or cruelly punished; (3) Deprived of necessary food, clothing, shelter, or care; (4) Placed in a situation to be sexually exploited by allowing, encouraging, or forcing such minor child to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions, (5) Placed in a situation to be sexually abused, or (6) Placed in a situation to be a trafficking victim.

Any person participating in an investigation or the making of a report or participating in a judicial proceeding resulting therefore shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements.

Failure to report may result in disciplinary action against the employee or a misdemeanor charge or both.

All records concerning reports of suspected abuse or neglect are confidential. Anyone who permits, assists or encourages the release of information from records to a person or agency not legally permitted to have access may be guilty of a misdemeanor.

Adopted: February 20, 1989
Reviewed: June 16, 1997
Reviewed & Revised: November 17, 2003, April 19, 2010, February 16, 2015, July 16, 2018
STUDENT PERSONNEL FILES AND RECORDS

It shall be the policy of the District to protect the student’s “right to privacy” with respect to maintenance of all school records.

Any student in any public school or his or her parent/guardian, teachers, counselors, or school administrators shall have access to the school’s files or records maintained concerning such student, including the right to inspect, review, and obtain copies of such files or records. No other person shall have access to such files or records, and the contents of such files or records shall not be divulged in any manner to any unauthorized person.

Any federal or state education official in connection with any audit or legitimate evaluation, shall have access to the school’s files or records maintained concerning the student. They shall acknowledge such a review by signing a statement which contains a list of persons who have viewed the student’s cumulative file showing the date and name of persons using the student’s record.

No other person shall have access, thereto, nor shall the contents thereof be divulged in any manner to any unauthorized person.

RECORDS AND SCHOOL FILES MAY INCLUDE: Identification data, academic records, attendance records, standardized test scores, psychological records, health data, family background and personal data, teacher or counselor ratings and anecdotal observations, disciplinary or records of behavior.

All records shall be maintained so as to separate academic and disciplinary matters. All disciplinary material shall be removed and destroyed upon the student’s graduation or after continuous absence from school for a period of three years.

Behavioral/disciplinary records include such things as comments referring to the student’s behavior and other subjective statements such as those from teacher, counselors or administrators concerning academic performance or personality characteristics, home environment information, parent/guardian-teacher conferences, or disciplinary action taken against the student.

Parent/guardians shall have a right to request a meeting with the Superintendent/Principal to inspect the contents of the school records and to request deletion of inaccurate, misleading or otherwise inappropriate data contained therein. An adverse ruling may be appealed through the grievance procedure outlined in the Student Handbook.

It is the intent of this policy to forbid access to school records to any third party unless written consent to release information has been settled in advance in accordance with this policy. Such consent for the release of information shall be indicated on the form provided and copy kept separately on file in the building releasing the information. To expedite the release of student records, a release form shall be signed at the time any student transfers to and from the school district.

Policy adopted: February 20, 1989
See Attachment
Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are:

1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student’s Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student’s parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student’s current grade;
4. Student’s enrollment status (e.g. full-time or part-time);
5. Student’s date of birth and place of birth;
6. Student’s extra-curricular participation;
7. Student’s achievement awards or honors;
8. Student’s weight and height if a member of an athletic team;
9. Student’s photograph; and
10. School or school district the student attended before he or she enrolled in Paxton Consolidated Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students’ education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent’s office to indicate your refusal to have your child’s information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.
**OPTIONAL**

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as “directory information” under §99.37. (§99.31(a)(11))
The District’s policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

**Notice Concerning Designation of Law Enforcement Unit:**
The District designates the Keith County Sheriff Department as the District's “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.
MISSING CHILDREN IDENTIFICATION ACT

Upon notification by the patrol of a missing person, any school in which the missing person is currently or was previously enrolled shall follow administrative procedures.

Administrative Procedures

1. Shall flag the school records of such person in the school’s possession.

2. Shall report immediately any request concerning a flagged record or any knowledge of the whereabouts of the missing person.

3. Upon enrolling in school for the first time, the parent/guardians must present within 30 days:
   a. certificated copy of the student’s birth certificate.
   b. or other reliable proof of the student’s identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

4. Shall not transfer a flagged record, but report to the local law enforcement officials, that a request has been received for a missing child record.

5. The flag will be removed from the record of a child who has been removed from the missing child’s list.

Policy adopted: February 20, 1989
PROMOTION, RETENTION, ACCELERATION

The Superintendent will be responsible for implementing a uniform system for appraising and reporting the development of students' academic and behavioral skills.

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held in both the elementary and junior-senior high school each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Because the public schools of the district are dedicated to the best total and continuous development of each student enrolled, the professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally.

Students will normally progress annually from grade to grade. Exceptions may be made when such exceptions are in the best educational interest of the students involved. These exceptions will only be made after prior notification, explanation and discussion with the students and their parent/guardians in accordance with the procedures established.

The Elementary Principal and Elementary teacher, upon consulting with the parent/guardian, shall make the final determination of the student’s grade placement. The report card, at the close of the school year, shall indicate the grade placement of each elementary student for the coming school year.

A high school student must have 50 hours of credit to be classified as a sophomore, 100 hours of credit to be classified as a junior and 150 hours of credit to be classified as a senior.

JUNIOR HIGH PROMOTION REQUIREMENTS

To be promoted from the 7th to the 8th grade, a student must earn a minimum of 45 credits. These credits will be earned from academic and non-academic courses including math, science, social studies, English and electives.

To be promoted from the 8th grade, a student must earn 45 credits in addition to those earned as a 7th grader.

GRADUATION REQUIREMENTS

A. 40 credits English
B. 30 credits Math
C. 30 credits Science
D. 30 credits Social Studies
E. 10 credits Vocational Arts
F. 10 credits Fine Arts
G. 10 credits Personal Health and Physical Fitness
H. 10 credits Personal Finance/Business Math (starting with the Class of 2021)

230 Total credits

Students must pass all the above listed required courses plus enough additional courses to total 230 credits.
Students will be required to earn 10 credits of American History, 10 credits of American Government as part of their Social Studies credits.

Students will be required to earn 10 credits of Personal Finance/Business Math to meet graduation requirements; starting with the Class of 2021.

Vocational courses will include any course taught in these areas:
- Business
- Family and Consumer Science
- Industrial Technology
- Information Technology
- Agriculture
- Intro to Health Occupations/Careers

Fine arts courses will include any course taught in these areas:
- Music
- Band
- Art
- Speech

Academic and Non-academic Classes:
Non-academic classes include vocal and instrumental music, personal health and physical fitness, student aide, and School-to-Work. Only 30 of the 230 credits may be earned in non-academic classes. All other courses are considered to be academic classes. Foreign language, speech and drama, art, ag, business and industrial technology are all examples of academic classes.

Credit:
A student must successfully complete a class to earn credit. Failed classes receive no credit.

Academic and non-academic credit is earned at a rate of 5 credits per semester in an academic class that meets five days per week. If the class meets for a full year, the student earns 10 credits upon successful completion of the class.

Algebra I, if taken in Jr. High, does not count towards high school graduation requirements.

Policy adopted: February 20, 1989
GRADING SYSTEM

The grading system for secondary students is:

Their percentage grade, F for grades below 70, I for courses that never have been completed, S (Satisfactory) if a student is working up to his/her ability, U (Unsatisfactory) if the student is not working up to his/her ability.

If letter grades are used on papers they indicate:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>B</td>
<td>85-92%</td>
</tr>
<tr>
<td>C</td>
<td>76-84%</td>
</tr>
<tr>
<td>D</td>
<td>70-75%</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Parent/guardians of students who are doing unsatisfactory work shall be contacted by telephone or progress reports. Progress reports can be sent at mid-quarter or as often as needed.

Policy adopted: February 20, 1989
VALEDICTORIAN/SALUTATORIAN

Students to be considered as being the salutatorian or valedictorian of the senior class must be in attendance at the Paxton Schools both semesters of their senior year. If they enter the Paxton School during their senior year and the school has been in session for two weeks or more, the student will be considered only as a possible tie for the salutatorian of the class. All senior students who have an “A” average for the four years of attendance shall be announced at graduation exercises.

Policy adopted:  February 20, 1989
Reviewed:  June 16, 1997
STUDENT AWARDS AND SCHOLARSHIPS

The Board encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the schools should be defined.

The recipient of a scholarship shall be determined by the individual or organization granting the scholarship. Specifications for handling the scholarship will be set up by the same.

Awards to individuals for activity participation in the form of cash, merchandise certificates, or any negotiable instrument are not allowed.

Paxton Consolidated Schools will follow NSAA By-Laws which apply to awards for individuals.

To motivate students to do quality work, the school has approved of giving medals or certificates to these students:

1. To the student with the highest grade average in each academic class.

2. To the student with the greatest ability in each vocational and artistic area.

3. In case of a tie, duplicate awards shall be given.

Policy adopted: February 20, 1989
Reviewed: June 16, 1997
STUDENT VOLUNTEERS AND AIDES

The Board encourages the utilization of student volunteers in the educational program (e.g., student librarians, student office helpers, etc.) and in useful community services. However, student volunteers must be capable of carrying out the additional load without endangering their academic achievement. Therefore, all student volunteers shall be expected to maintain their grades, attend all classes, and recognize that the activity to which they are volunteering their services is secondary to their primary goal of attaining an education.

Teachers and members of the community are encouraged to confer with the guidance counselor and the principal before students are sought for volunteer help.

Policy adopted: February 20, 1989
Reviewed: June 16, 1997
STUDENT GIFTS AND SOLICITATIONS

Students shall be discouraged from collecting money, setting aside funds, or purchasing gifts for faculty members. Students can best express their appreciation to faculty by letters of commendation and by congenial working relationships.

SOLICITING

Soliciting of students for donations for any drives such as Red Cross, Polio, Salvation Army, etc., will not be permitted at any time.

Policy adopted: February 20, 1989
Reviewed: June 16, 1997
Policy 8034

Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

1. Name and grade
2. Address
3. Telephone number
4. Dates of attendance
5. The image or likeness of students in pictures, videotape, film or other medium
6. Participation in activities and sports
7. Degrees and awards received
8. Weight and height of members of athletic teams
9. Certain class work which may be published onto the Internet
10. ACT score range will be released for Academic Recognition Teams.

Directory information does not include a student’s social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student’s parents have notified the district that they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

It is the policy of the District to develop and implement policies, which protect the privacy of students in accordance with applicable laws. The District’s policies in this regard include the following:

A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties
   Parents shall have the right to inspect, upon the parent’s request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent’s child.

B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive
   The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.
C. Right of Parents to Inspect Instructional Materials
Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings
The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: ANotification of and Right to Opt-Out of Specific Events.@

E. Protection of Student Privacy in Regard to Personal Information Collected from Students
The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from
students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information
While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy
The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events
The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:
1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);

2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and

3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive
Any survey containing one or more of the following matters shall be deemed to be Sensitive® for purposes of this policy:

1. political affiliations or beliefs of the student or the student=s parent;
2. mental or psychological problems of the student or the student=s parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student=s parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.
Policy adopted: February 20, 1989
Reviewed: June 16, 1997
FIELD TRIPS

Pupils taken on field trips in the interest of class activities must have the approval of the Principal or his/her designee in advance, and wherever transportation is involved in such field trip, the consent of the parent/guardian is necessary prior to the field trip.

Policy adopted: February 20, 1989
Reviewed: June 16, 1997
SCHOOL ACTIVITIES

1. The school will plan and conduct all school activities in connection with the school. All students are expected to adhere to these plans.

2. Parent/guardians request to change the agenda or arrangements will not take precedent over school plans for such activities. If for any reason these arrangements work a hardship upon students or parent/guardians, the parent/guardian will see the Principal and discuss the situation.

3. All vehicles transporting students on school activities must at all times be supervised by a competent adult (need not be a faculty member). The adult supervisor will be subject to approval by the Principal. Faculty members in charge of the activity should consult with the Principal. No one but students and sponsors shall be permitted to ride the activity bus.

4. During any school conducted activity, the student is responsible for his/her own conduct and is expected to be prompt for all appointments. He or she is also responsible for any school property trusted to his/her care.

5. In case an activity takes place during school hours, the non-participants will be expected to be present in school unless school is dismissed for this activity.

6. Activity permits are required of all elementary students and nonparticipating students to be transported by school owned vehicles. These students shall also return by the same vehicles.

7. High school recreational activities will be inclusive of all high school students. Organizations or classes may sponsor parties but the plans must be submitted to the Principal and/or Superintendent for approval and placed on the calendar.

8. Students attending any school party or dance will not be permitted to leave the building without supervision. If the student leaves the building without supervision he/she will not be permitted to return.

9. It shall be the duty of the sponsor to see that the building is clean, orderly, and secure when the sponsored activity or party is over.

10. Recreational activities shall end at a reasonable hour.

Policy adopted: February 20, 1989
Reviewed: June 16, 1997
MONEY RAISING ACTIVITIES

All money raising activities for students in Grades K-12 must have the approval of the Principal/Superintendent. Money making activities conducted on school property must be approved by the Administration.

Administrative Procedures

1. No money making activities for grades K - 4.

2. Only one money making activity per year for grades 5 –12.

3. STUCO will be limited to one per semester. (Note: Pop Machine and unsolicited donations do not count as one of their money making activities.)

4. Any other activity or organization will have only one money raising activity per year. *Excluding Concessions.*

5. All funds raised by the activity should be deposited with the Bookkeeper each day. Money not turned into the office becomes the responsibility of the Sponsor.

6. Each Sponsor is required to complete all the terms of the fundraising and assure that each purchaser received the items ordered during the fund raiser.

7. Operation of the concession stand for home activities
   (a) Football/Volleyball Concessions – Freshman
   (b) Basketball Concessions— School classes and organizations in grades 9-12, i.e. speech, music, One-Acts, FFA, FPS, Quiz Bowl, etc. will be offered the opportunity to run concessions during the basketball season.

8. Community service projects that generate funds for school organizations are allowed with prior approval of the administration.

The amount of profit gained from concession sales will be determined by the number of events worked by each class or organization by the end of the school year.

Any exceptions beyond these policies shall be approved by the superintendent.

Policy adopted: February 20, 1989
CHARITABLE DONATIONS

All student activities related to charitable donation fundraising must be approved by the Administration. Examples of such activities may include but not be limited to Jump Rope for Heart and/or Hoops for Heart (American Heart Association), Mathathon (St. Jude's Children's Hospital), Make-A-Wish Foundation and Pennies for Patients (Leukemia and Lymphoma Society).

SENIOR CITIZENS - ACTIVITY PASSES

Senior citizens (65 years and older) will be issued passes upon request. These passes will be honored at all school events except those where admission prices are determined by other organizations. i.e. NSAA, RPAC

Policy adopted: February 20, 1989
Reviewed: June 16, 1997
Reviewed: December 15, 2003
INSURANCE PROGRAM

A group plan of pupil accident insurance shall be made available on a voluntary basis to every pupil registered in the schools of the district from pre-kindergarten through grade twelve. The specific plan shall be selected annually and shall include provisions for coverage on an optional basis for participation in interschool athletics.

The availability of such a policy shall not be interpreted in anyway as an acknowledgment of liability by the school district for accidents by students participating in school activities.

The school strongly advises that each family secure their own family insurance coverage so that their children will be properly protected at all times.

Policy adopted:  February 20, 1989
Reviewed:  June 16, 1997
POLICIES FOR THE IMPLEMENTATION OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

THE PAXTON CONSOLIDATED PUBLIC SCHOOLS ensures: Compliance with Title 92, Chapter 5 regulations and standards for special education program as determined by the Nebraska Department of Education.

FREE APPROPRIATE PUBLIC EDUCATION:
The School District ensures that a free appropriate public education is available to all children with disabilities from birth through the school year in which the student reaches 21 years of age, including children who have been suspended or expelled from school.

The requirement to provide a free appropriate public education does not apply with respect to children aged 18-21 to the extent that State law does not require that special education and related services be provided to children with disabilities who, in the educational placement prior to their incarceration in an adult correctional facility were not actually identified as being a child with a disability under the IDEA or did not have an IEP under Part B of the IDEA.

CHILDFIND:
All children with disabilities residing in the School District, including children with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

IDENTIFICATION, EVALUATION AND VERIFICATION:
The School District ensures that children with disabilities are evaluated in accordance with 92 NAC 51-006.

INDIVIDUALIZED EDUCATION PROGRAM:
The School District ensures that an individualized education program (IEP), or an individualized family service plan (IFSP) is developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

LEAST RESTRICTIVE ENVIRONMENT:
To the maximum extent appropriate, children with disabilities, including children in public and nonpublic institutions or other care facilities, are educated with children who are not disables, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

PROCEDURAL SAFEGUARDS:
The School District ensures that children with disabilities and their parent/guardians are afforded the procedural safeguards required in 92 NAC 51-009.
Procedures to ensure that testing and evaluation materials and procedures utilized for the purposes of evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or program mode of communication, unless it clearly is not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate education for a child.

CONFIDENTIALITY:
The School District complies with the requirements contained in 92 NAC 51-009 relating to the confidentiality of records and information.

TRANSITION FROM EARLY INTERVENTION SERVICES TO PRESCHOOL PROGRAMS:
Children participating in early intervention programs assisted under Part C of the Individuals with Disabilities Education Act, who will participate in preschool programs assisted under Part B of the Individuals with Disabilities Education Act will experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 51. By the third birthday of the child, an IEP will be developed and implemented for the child. The School District will participate in transition planning conferences arranged for the child.

CHILDREN IN NONPUBLIC SCHOOLS:
CHILDREN ENROLLED IN NONPUBLIC SCHOOLS BY THEIR PARENT/GUARDIANS:
To the extent consistent with the number and location of children with disabilities who are enrolled by their parent/guardians in nonpublic elementary and secondary schools, provision is made for the participation of those children in special education and related services in accordance with the requirements contained in 92 NAC 51.

The School District’s policy relating to child find activities applies with respect to children with disabilities who are enrolled in nonpublic, including parochial, elementary and secondary schools.

CHILDREN PLACED IN OR REFERRED TO NONPUBLIC SCHOOLS BY THE SCHOOL DISTRICT:
Children with disabilities in nonpublic schools and facilities are provided special education and related services in accordance with an individualized education program, at no cost to their parent/guardians, if the child is placed in, or referred to nonpublic schools or facilities by the School District as a means of carrying out the requirements of IDEA or any other applicable law requiring the provision of special education and related services to all children with disabilities. Children served by nonpublic schools or facilities as a result of a referral by the School District will have all the rights they would have if served by the School District.

PAYMENT FOR EDUCATION OF CHILDREN ENROLLED IN NONPUBLIC SCHOOLS WITHOUT CONSENT OF OUR REFERRAL BY THE SCHOOL DISTRICT:
The School District is not required to pay for the cost of education, including special education and related services, of a child with a disability at nonpublic school or facility if the School District made a free appropriate public education available to the child and the parent/guardians elected to place the child in such nonpublic school or facility.
If the parent/guardians of a child with a disability, who previously received special education and related services under the authority of the School District, enroll the child in a nonpublic elementary or secondary school with the consent of or referral by the School District, a court or hearing officer may require the School District to reimburse the parent/guardians for the cost of the enrollment if the court or hearing officer finds that the School District had not made available a free appropriate public education to the child in a timely manner prior to that enrollment.

The cost of the reimbursement may be reduced or denied if, at the most recent IEP meeting that the parent/guardians attended prior to the removal of the child from the School District, the parent/guardians did not inform the IEP team that they were rejecting the placement proposed by the district to provide a free appropriate public education to their child, including stating their concerns and their intent to enroll their child in a nonpublic school at public expense; or 10 business days (including any holidays that occur on a business day), prior to the removal of the child from the School District, the parent/guardians did not give written notice to the School District of the information required above. The cost of reimbursement will not be reduced or denied for failure to provide the information required if the parent/guardian is illiterate and cannot write in English if compliance with the requirement would likely result in physical or serious emotional harm to the child, if the school prevented the parent/guardian from providing the information or if the parent/guardians had not received notice required by 92 NAC 51-009 of the parent/guardian’s responsibility to provide notice to the School District.

The reimbursement may also be reduced or denied if prior to the parent/guardian’s removal of the child from the School District, the School District informed the parent/guardians, through the notice requirements described is 92 NAC 51-009, of its intent to evaluate the child (including a statement of the purpose of the evaluation that was appropriate and reasonable), but the parent/guardians did not make the child available for the evaluation.

The reimbursement may also be reduced or denied upon a judicial finding of unreasonableness with respect to actions taken by the parent/guardians.

**COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT:**
The School district ensures that all personnel necessary to carry out the requirements of the Individuals with Disabilities Education Act are appropriately and adequately prepared and to the extent that the School District determines appropriate, the district will contribute to and use the Comprehensive System of Personnel Development of the State.

**PERSONNEL STANDARDS:**
The School District will make an ongoing, good-faith effort to recruit and hire appropriately and adequately trained personnel to provide special education and related services to children with disabilities, including where there is a shortage of personnel, the most qualified individuals available who are making satisfactory progress toward completing applicable course work necessary to meet the standards of the State.

**PERFORMANCE GOALS AND INDICATORS:**
The School District will use performance indicators established by the state to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates and graduation rates.
The School District will provide the Nebraska Department of Education with information necessary to enable the state to carry out its duties, including those duties relating to the performance of children with disabilities participating in special education programs under the Individuals with Disabilities Education Act.

**PARTICIPATION IN ASSESSMENTS:**
The School District ensures that children with disabilities are included in district-wide assessment programs, with appropriate accommodations, where necessary. As appropriate, the School District develops guidelines for the participation of children with disabilities in alternate assessments for those children who cannot participate in district-wide assessments and develops and, beginning not later than July 1, 2000, conducts those alternate assessments. The School district will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities’ participation in assessments.

**SUSPENSION AND EXPULSION REPORTING:**
The School District will report data to the Nebraska Department of Education to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

**Access to Instructional Materials**
As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

**Over-Identification and Disproportionality**
Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child’s native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

**Prohibition on Mandatory Medication**
Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

**Transportation**
Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.
Surrogates
A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Early Intervention Services – Consent
When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

The board of education supports the concept embodied in the Enrollment Option Program, that parent/guardians have the primary responsibility of insuring that their children receive the best education possible. Accordingly, it is the policy of the board the district participate in the option enrollment program and receive option students as provided herein.

1. **Definitions**
   
a. **Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the District under the provisions of the option enrollment program.

b. **Resident District Defined.** Resident district shall mean the district in which a student resides or in which the student is deemed to reside by operation of state law.

c. **Option District Defined.** Option district shall mean the district that a student chooses to attend other than his/her or her resident district.

2. **Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, option students shall be treated as resident students of the district.

3. **Standards for Acceptance or Rejection of Option Students.**
   
a. In determining whether accept or reject applications for students to option into the district, the board of education may consider the capacity of a program, class, grade level, or school building. Capacity shall be determined by setting a maximum number of option students that this district will accept in any program, class, grade level, or school building, based upon factors such as, but not limited to, available staff, facilities, projected enrollment of resident students, projected number of students with which the option district will contract based on existing contractual arrangements, and the availability of appropriate education programs. The board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity.

b. The district shall not accept any option students into any program, class, grade level or school building when acceptance of such students would cause overcrowding in that program, class, grade level or school building as determined by the school administration, or would significantly increase the operating costs of the district, such as by requiring the hiring of new staff.
c. The district shall accept disabled option students only to the extent that the district's then current staff and facilities are sufficient to accommodate the needs of such students, without significantly increasing the operating costs of the district, such as by requiring the hiring of new staff.

d. The district shall not base the decision to accept or reject an option student on that student's previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in English language, or previous disciplinary proceedings.

e. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:

   i. students with brothers or sisters attending the district, either as resident students or as option students, shall be granted first priority;

   ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the district.

f. Except as set forth below, the District shall not be responsible for providing transportation to students who enroll under the Enrollment Option Program. It shall be the sole responsibility of the parent/guardian(s) or students. If, in the judgment of Paxton Consolidated Schools, it is beneficial for the district, it may transport option students and may charge a fee established by the Board of Education. Each case will be considered in determining whether it would be beneficial for the district to transport option students: the length of the route, the proximity of the pickup point for the option student, the quality of the roads to the pickup point, the amount of time by which picking up the option student would increase the route, the availability of room on the bus, and such other factors as are considered relevant. Parent/guardians of option students who qualify for free lunches shall be eligible for transportation reimbursement as described in statute, except that they shall be reimbursed at the rate provided for in statute for each mile actually and necessarily traveled on each day of attendance by which the distance traveled one way from the residence of such student to the schoolhouse exceeds three miles.

g. The District authorizes the Superintendent to apply policies to all option enrollment requests.

4. **False or Misleading Option Applications.** If, prior to the student’s attendance as a option student, the district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
5. Certain Programs Unavailable to Option Students. The board reserves the right by resolution to declare a program, a class, or a school building unavailable to option students due to lack of capacity.

6. Academic Credits and Graduation. The district shall accept credits toward graduation that were awarded by another district, and shall award a diploma to an option student if the student meets the graduation requirements of the district.

7. Information Regarding Schools, Programs, Policies and Procedures. The district, its officers and employees, shall make information about the district and its schools, programs, policies and procedures available to all interested people.

8. Procedure for Students Optioning Into or Out of the District.
   a. The parent/guardian of any student desiring to option into or out of the district shall submit a proper and timely application to the board of education, the other affected district and the State Department of Education for enrollment during the following and subsequent school years. Any application requiring the approval of the district shall be deemed submitted when the application is actually received in the district's business office.
   b. On or before April 1, the district shall notify the parent/guardian of any student who has submitted an application to option into the district, the resident district and the State Department of Education, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via registered mail to the address listed on the option application.

9. Late Applications
   a. The board of education may, at their discretion, not consent to any student optioning out of the district when the option application is submitted after March 15.

A request for release of a resident student of the District who submits an enrollment option application after March 15 or any other statutory deadline will be granted only on the following conditions:
1. Kindergarten: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. Siblings: A release will be granted where the application would allow the student to attend the same school as a sibling, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. A “sibling” for this purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
3. **Educational Programming:** A release will be granted where the needs of the student require the District to obtain additional staffing or equipment and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent’s designee.

4. **No Pending Expulsion:** The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

b. The board of education will approve late applications to option into the district under the following conditions:
   i. When the resident district has released the student;
   ii. When the student’s late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy

c. The superintendent will notify parent/guardians who have submitted properly completed option applications after March 15 no later than 60 days following submission of the application of the board’s acceptance or rejection of the application.

10. **Cancellation of Option.**

    Students who option either into or out of the district shall:

    a. Attend the option district until graduation or relocation in a different resident district unless the student chooses to return to the resident district, in which case the student's parent/guardian shall timely submit a cancellation form to the school board or board of education of the option district and the resident district and to the State Department of Education for approval for the following year.

    b. Attend an option district for not less than one school year unless the student relocates to a different resident district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option districts cancels the enrollment option and returns to the resident district.

Adopted: December 18, 2000
STUDENT CONDUCT-DRUG AND ALCOHOL

BOARD POLICY RELATIVE TO STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL’S ACTIVITIES.

It shall be the policy of the District in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school’s activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school’s activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

Adoption Date: April 19, 2004
Reviewed and Revised: July 19, 2010, March 16, 2015
STANDARDS OF CONDUCT/DISCIPLINE
COPY TO STUDENTS/PARENTAL OR GUARDIAN RECEIPT

It shall be the policy of District to provide each student of the District a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school’s activities. Such standards of conduct and the District’s policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent/guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be issued in duplicate and shall contain in prominent letters the following language: “THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT/GUARDIAN OF A STUDENT ATTENDING PAXTON CONSOLIDATED SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL’S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO SAFE AND DRUG FREE SCHOOLS AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT’S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL AND TOBACCO OR ELECTRONIC NICOTINE DELIVERY SYSTEMS ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL’S ACTIVITIES AS HEREINABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.”

Adopted: August 20, 1990
Reviewed: June 16, 1997
DRUG AND ALCOHOL EDUCATION
AND PREVENTION PROGRAM OF THE DISTRICT

It shall be the policy of the District to provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. Special emphasis shall be placed upon the commonly abused drugs of tobacco, alcohol, marijuana, hallucinogenic, amphetamines, barbiturates, narcotics and electronic nicotine delivery systems. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district. 

It shall further be the policy of the district through the instruction earlier herein referred to as well as by information and consistent enforcement of the Board’s policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Adopted: August 20, 1990
Reviewed: June 16, 1997
DRUG AND ALCOHOL INFORMATION SERVICES

Upon request by student and his or her parent/guardian or in the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of tobacco products, illicit drugs and alcohol and electronic nicotine delivery systems, appropriate school personnel shall confer with any such student and his or her parent/guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that may be of benefit to any student and his or her parent/guardian.

Adopted: August 20, 1990
Reviewed: June 16, 1997
SEXUAL HARASSMENT POLICY

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

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

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

The following acts are specifically prohibited by this policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which is demanded by any employee of the District against any other person as a term or condition of obtaining employment.

2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee is used as a basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal, or the conferring of job responsibility.

3. Conduct of a sexual nature by an employee or employees directed against another employee, which has the purpose or effect of unreasonably interfering with that individual’s work performance or creating an intimidating, hostile, or offensive working environment.

4. Unwelcome advances, a request for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee of the district is used as a basis for any educative decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor.

5. Conduct of a sexual nature by an employee or employees directed against a student which has the purpose or effect of interfering with the academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome educational environment.

6. Conduct of a sexual nature by a student or any other person over whom the school district has control with such conduct being directed against a student, when such conduct has the purpose or effect of unreasonably interfering with that student’s academic performance, or creating an intimidating, hostile, offensive, or unsafe or unwholesome educational environment.
It shall be the policy of the District to receive information from any person concerning allegations of conduct prohibited by this policy on a form which shall be distributed to all employees of the District at the commencement of their employment or as soon thereafter as is reasonable or within a reasonable time following the operative date of this policy, whichever date is applicable. Availability of the form shall be made known to all students in grades kindergarten through twelfth. Information pertaining to the availability of such complaint forms shall be made known to the parent/guardians of all other students in a reasonable manner. An adequate number of copies of the complaint shall be maintained within the superintendent’s control and shall be available to any person protected by this policy.

Upon receipt of completed complaint form prescribed by this policy, the superintendent or his/her designee shall undertake an investigation subject to any limitations placed upon the investigation by the complaining party as indicated on the complaint form. After the investigation is completed, the superintendent or his/her designee shall confer with the person or persons against whom the complaint has been lodged and shall give such person or persons a fair opportunity to present his or her version of the facts involved in the complaint, as well as to be informed of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or refuting witnesses, as well as any statement or allegations made by any such witnesses which are known to the superintendent or his or her designee.

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

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

Nothing in this policy, nor any of the terms and conditions attendant to the complaint or used by the District, nor terms or conditions of the consent form used by the complaining party shall be construed to prevent the superintendent or his/her designee from engaging in other action against any person engaging in conduct prohibited by this policy to authorities other than
the administration or Board of Education of the District when such action is required or permitted by law. Such actions may be, but are not limited to, providing information to any appropriate prosecuting authority, filing a report concerning any incident complained of with appropriate agencies, including, but not limited to, the Professional Practices Commission, the Nebraska Department of Education, the U.S. Office of Education, and any appropriate department office of civil rights. Notwithstanding the duty placed on the superintendent or his/her designee to accommodate the right of privacy of any complaining party, the superintendent or his/her designee shall be permitted by this policy to make such disclosure to witnesses, agencies, prosecutorial personnel, the Board of Education, and any other person entitled or obligated to be informed of any complaint brought under this policy when any state or federal statute, applicable case law, applicable agency law or any other appropriate body of law mandates such reporting.

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

Nothing in this policy shall be construed to prevent the superintendent or his/her designee from taking any remedial action as is in the best interest of the District toward the goal of preventing sexual harassment of employees and students of the district in its working or educational environment.

Adopted July 20, 1998
Reviewed: January 19, 2004
Reviewed and revised: July 19, 2010, April 20, 2015
Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of the District to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or
otherwise modifying any technology protection measures shall be the responsibility of
the Superintendent and the Superintendent’s designees.

5. Social Networking. Students shall be educated about appropriate online behavior,
including interacting with others on social networking websites and in chat rooms, and
cyber bullying awareness and response. The plan shall be for all students to be provided
education on these subjects. The Superintendent or the Superintendent’s designee shall
be responsible for identifying educational materials, lessons, and/or programs suitable for
the age and maturity level of the students and for ensuring the delivery of such materials,
lessons, and/or programs to students.

6. Parental Consent. The District shall obtain verifiable parental consent prior to students
providing or otherwise disclosing personal information online.

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

8. The District shall comply with the Nebraska Student Online Personal Protection Act and
will endeavor to take all reasonable and necessary steps to protect the online privacy of
all students.

B. Computer Acceptable Use Policy

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

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all
technology resources of the District or made available by the District. Technology
resources include, without limitation, computers and related technology equipment, all
forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and
not a right. The Superintendent or designee shall develop appropriate user agreements
and shall require that employees, students (and their parents or guardians), and others to
sign such user agreements as a condition of access to the technology resources, as the
Superintendent determines appropriate. Parents and guardians of students in programs
operated by the District shall inform the Superintendent or designee in writing if they do
not want their child to have access.

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

The technology resources are not a public forum. The District reserves the right to
restrict any communications and to remove communications that have been posted.
3. **Acceptable Uses.** The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. **Unacceptable Uses.**

The following are unacceptable uses of the technology resources:

   a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

   b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

   Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District’s mission.

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

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

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

   d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
1. Users shall not use another person’s name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person’s computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

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

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

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

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

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

The technology protection measure that blocks and/or filters Internet access may be disabled only by school administration with the assistance of the technology coordinator.

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

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

Paxton Consolidated Schools
Addition to Employee Code of Conduct
Appendix “I”

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

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

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

Employee’s Name ________________________________________________________________

Employee's Signature __________________________ Date: ______________

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.
Paxton Consolidated Schools
Addition to Student Code of Conduct
Appendix “2”

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT’S AGREEMENT

In order to make sure that all members of Paxton Consolidated Schools community understand and agree to these rules of conduct, Paxton Consolidated Schools asks that you as a student user sign the following statement:

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

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

Student's Name __________________________

Student's Signature ______________________ Date: ________________

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.
ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT’S AGREEMENT

In order to make sure that all members of Paxton Consolidated Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the District. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold the District responsible for materials acquired or sent via the network.

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

Student's Name ________________________________________

Parent's Signature ___________________________ Date: ____________

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

The District will offer alternative education on a case by case basis. Prior to the expulsion of any student, a conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent/guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The plan shall be in writing and adopted by a school administrator and presented to the student and the parent/guardian. The plan shall (a) specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided, (b) identify educational objectives that must be achieved in order to receive credits toward graduation, (c) specify the financial resources and community programs available to meet both the educational and behavioral objectives identified, and (d) require the student to attend monthly reviews in order to assess the student’s progress toward meeting the specified goals and objectives.

Policy adopted: October 15, 2001
Reviewed: April 19, 2004
Reviewed and Revised: July 19, 2010, April 20, 2015
HIGH ABILITY LEARNER PLAN

It shall be the policy of the District to provide a plan for providing for high ability learners subject to the availability of funding at the local, state, or federal level. For purposes of this policy availability of funds shall mean funds specifically budgeted through the legal budgeting procedures of the Board of Education at the local level. At the state level it shall mean funds provided by state grant or state aid earmarked for the purpose of providing a plan for high ability learners provided that there be no duty on the part of the School District to make application for such state funds and further provided that if such state funds are available only on a basis of matching funds from local sources, the District shall not be deemed to have available state funds. As used in this policy federal funds shall mean federal grants that do not involve matching funds and funds which are provided for the specific purpose of providing a plan for high ability learners. The term shall not mean funds that the District is required to submit application for.

If funds for a plan for high ability learners are available it shall be the policy of the District to require the Administrator or his/her designee or designees which may include a committee of teachers, parent/guardians, or others within the community to develop a plan containing the following:

1. The Districts philosophy on educational service to learners with high ability.
2. Goals and objectives of the local program for learners with high ability, with caution being given to avoid perception problems for high ability learners by others and for others by high ability learners.
3. Identification of high ability learners which includes multiple assessments and appraisals, and appraisals, equal access to identification opportunities, assessment procedures that can accommodate students who develop at different rates and whose interest might change as they mature and which identifies talents that are not readily apparent in students and those which are.
4. Differentiated cognitive and affective curricular and instructional plans.
5. Staff training and assistance procedures.
6. Evaluation procedures for ascertaining weaknesses and overall quality of the program with such procedures to involve parent/guardians, educators, students and community members.
7. A program management outline, including personnel roles, communication plans, budget, facility and supplies consideration.

It shall be the duty of the Administrator or his/her designee to select such instructional curriculum patterns as may be deemed appropriate by the Administration.

Provisions shall be made for affective curriculum and specialized counseling as the Administrator or his designee shall deem appropriate.

Preparation of professional staff shall be undertaken in accordance with the District’s philosophy and available resources. Such directors, coordinators, teachers with specialized preparation and expertise, as may be provided for within the budget of the District, may be hired by the Board with advice from the Administration.
Within the first thirty (30) days of any school year when funds are available, the Administration shall make available to parent/guardians of identified learners with high ability, information about how their child has been identified and shall make known to the parent/guardians such information as may be beneficial to the parent/guardians about possible educational strategies to meet the special needs of such children. In any year when funds are budgeted by the Board of Education for a plan for high ability learners, the School District Administration shall make available to classroom teachers an initial list of K-12 students who meet the District criteria for learners of high ability and the areas of high capability of each such student. Nothing in this policy shall be construed to require compliance with this policy in the absence of funding for such a plan.

If a local plan is in place pursuant to this policy, it may be revised as directed by the Board based upon recommendations, if any, from the Superintendent of schools or his designee. Such plan shall have a duration of one fiscal year unless reauthorized and funded by the Board.

Adopted: 2000
Reviewed: January 19, 2004
Reviewed and revised: July 19, 2010, April 20, 2015
SCHOOL WELLNESS POLICY

A mission of the District is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. **District Wellness Committee**

   **Committee Role and Membership**
   The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

   The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

   **Leadership**
   The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

   Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. **Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

   **Implementation Plan**
   The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report. This wellness policy and the progress reports can be found at the District’s website.

   **Recordkeeping**
   The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent’s office and/or on the District’s computer network. Documentation maintained in this location will include but will not be limited to:
   - The written wellness policy;
• Documentation demonstrating that the policy has been made available to the public;
• Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
• Documentation to demonstrate compliance with the annual public notification requirements;
• The most recent assessment on the implementation of the local school wellness policy;
• Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy
The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. This will include a summary of the District’s events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments
At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:
• The extent to which the District’s schools are in compliance with the wellness policy;
• The extent to which the District’s wellness policy compares to model wellness policy; and
• A description of the progress made in attaining the goals of the District’s wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent’s designee.
The DWC, in collaboration with individual schools, will monitor schools’ compliance with this wellness policy.
The District will notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy
The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications
The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District’s website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as
how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents. The District will notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. **Nutrition**

*School Meals*
All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs.

*Competitive Foods and Beverages*
The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

*Celebrations and Rewards*
The District will encourage that foods offered on campus include healthy choices based on state nutrition standards.

*Fundraising*
Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day

*Nutrition Promotion*
The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

*Nutrition Education*
The District will encourage and support healthy eating by all students and staff. The school will provide nutrition education.

*Food and Beverage Marketing in Schools*
Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.
Food and beverage marketing is defined as advertising and other promotions in schools. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

4. **Physical Activity**

Children and adolescents should participate in physical activity every day. Physical activity and wellness information during the school day may include, but not be limited to the following:

- Physical Education
- Essential Physical Activity Topics in Health Education
- Recess (Elementary)
- Classroom Physical Activity Breaks
- Active Academics
- Before and After School Activities
- Active Transport

5. **Other Activities that Promote Student Wellness**

The District will encourage wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and encourage other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes. The District will continue to promote student wellness through:

- Community Partnerships
- Community Health Promotion and Family Engagement
• Staff Wellness and Health Promotion
• Professional Learning

**Glossary**

**School Campus:** areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day:** the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

Policy adopted: July 17, 2006
Reviewed & Revised: July 19, 2010, April 20, 2015, June 19, 2017
PART-TIME STUDENT ENROLLMENT

Students shall be admitted to the school district who are:

• legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;

• approved for option enrollment pursuant to policy;

• approved as a foreign exchange student pursuant to policy; or

• legal residents of a district that has contracted with this district for their educational services.

• statutorily entitled to attend the schools of the district on a part-time basis subject to this policy and the regulations of the district.

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

Part-Time Enrollment of Students.

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

Application for Enrollment. The parent/guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet admission requirements and file an application for enrollment on forms provided by the school district by August 1st of the year of enrollment. For second semester high school courses, the application must be filed by December 1st. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve of deny it, notify the parent/guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration’s choice. Enrollment does not carry over from one year to the next, and the parent/guardian of an exempt school student must apply for enrollment each school year.

Capacity. The enrollment of exempt school students is subject to capacity limitations established by the district for grades, classes, courses, and programs. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs. (policy # 8042)
**Placement of Students.** Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student’s age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

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

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

**Extracurricular Sports and Activities.** Exempt school students may not participate in extracurricular sports and activities; provide, they may participate in activities that are part of the school district curriculum (e.g. band performance). Exempt school students who become full-time students and satisfy the eligibility requirements of the district and the Nebraska School Activities Association, where applicable, may participate in extracurricular sports and activities.

**Transportation.** Exempt school students are not entitled to transportation or reimbursement for transportation.

Policy adopted: July 17, 2006
Reviewed:
Reviewed & Revised: July 19, 2010, April 20, 2015
PARENT/GUARDIAN ENGAGEMENT POLICY

Title I Parental and Family Engagement Policy

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

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

• Parents and family members of all students are welcomed and encouraged to become involved with their child’s school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

• Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

• Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

• Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

• Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand.
• Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

• Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Policy Adopted: July 16, 2007
June 20, 2016, July 16, 2018, July 9, 2019
HOMELess STUDENTS

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.
To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

2. **Enrollment**: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

3. **Transportation**: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child’s or youth’s best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. **Records**

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;

2. Any information about a homeless child’s or youth’s living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and

3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. **Services**

The Superintendent will served as the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;

4. Ensure that homeless children and youths:
   a. Are enrolled in school which includes attending classes and participating fully in school activities;
   b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
   c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
   d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.

5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.

2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child’s parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. **Appeals:** Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Policy adopted: September 17, 2007
Reviewed and revised: July 19, 2010, April 20, 2015, July 18, 2016, July 17, 2017
DATING VIOLENCE

The District strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Date of Adoption: June 21, 2010
Reviewed and Revised: April 20, 2015
Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The District shall review the anti-bullying policy annually.

Policy reviewed:  May 18, 2009
Policy adopted: June 15, 2009
     August 17, 2015, July 18, 2016, July 17, 2017
Concussions

1. **Training.**

   The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. **Education.**

   The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students’ parents or guardians prior to such students initiating practice or competition. The information provided to students and the students’ parents or guardians shall include, but need not be limited to:
   
   a. the signs and symptoms of a concussion;
   
   b. the risks posed by sustaining a concussion; and
   
   c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. **Response to Concussions.**

   a. **Removal.** A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

   b. **Return-to-Play.** A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

   The coach or administration may require that the student’s return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

   The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the
clearance is a licensed health care professional. The school is not required to determine or verify the individual’s qualifications.

c. **Parent Notification.** If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

d. **Return to Learn.** The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. **Responsibility of Coaches.**

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

5. **Students and Parents.**

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student’s coaches on a timely basis.

1. **Effective Date.**

This policy becomes operative on July 1, 2012. The administration may, but shall not be required to, implement provisions of this policy prior to such date as it determines appropriate.

Reviewed and Revised: June 16, 2014, August 17, 2015
SERVICE ANIMALS

Individuals with a disability shall be permitted to use a service animal on school premises as and to the extent provided by law.

1. Definition of Service Animal

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals are not service animals for the purposes of this definition, though miniature horses are in certain circumstances entitled to similar treatment.

The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks that a service dog may perform to meet this definition include:

- Navigation: assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting: alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Protection: providing non-violent protection or rescue work,
- Pulling: pulling a wheelchair,
- Seizure: assisting an individual during a seizure,
- Allergens: alerting individuals to the presence of allergens,
- Retrieving: retrieving items such as medicine or the telephone,
- Physical support: providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- Interrupting behaviors: helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Work or tasks that are excluded from meeting the definition are:

- Guard dogs: the crime deterrent effects of an animal’s presence and
- Companion dogs: the provision of emotional support, well-being, comfort, or companionship.

2. Permit Presence of Service Animals

An individual with a disability shall be permitted to be accompanied by his or her service animal in all areas where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. A bona fide trainer of a service animal also has the right to be accompanied by such animal in training. The individual may not be required to pay an extra fee for the service animal to attend events for which a fee is charged.
Service animals may be excluded from school premises if:

   a. The service animal is out of control and the service animal’s handler does not take effective action to control it;
   b. The service animal is not housebroken; or
   c. The presence of the service animal poses a direct threat to the health or safety of others. To determine whether a “direct threat” exists, an “individualized assessment” is to be made to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

3. Control of the Service Animal.

The service animal must be under the control of its handler. In most cases, the dog must have a harness, leash, or other tether. The service animal does not need to be on a leash, however, if the handler is unable because of a disability to use a leash. A leash is also not required if it would interfere with the service animal’s safe, effective performance of work or tasks. If either of the leash exceptions applies the service animal must be under the handler’s control via voice control, signals, or other effective means.

4. Responsibility for Care or Supervision.

The school district is not responsible for the care or supervision of the service animal. The individual with the service animal shall be liable for any damage done to the premises or facilities or to any person by such animal.

5. Inquiries.

When addressing a service animal matter, staff shall not ask about the nature or extent of the person’s disability.

Staff may not ask questions about the dog’s qualifications as a service animal when it is readily apparent that the dog is trained to do work or perform tasks for an individual with a disability. Examples include where the dog is observed guiding an individual who is blind or has low vision, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability.

Where it is not readily apparent that the dog qualifies as a service animal, staff may ask if the dog’s presence is required because of a disability and what work or task the dog has been trained to perform. Staff may not require documentation, such as proof that the dog has been certified, trained, or licensed as a service animal.

Policy Reviewed and Revised: August 17, 2015
STUDENT ATTENDANCE
Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

   (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.

   (2) Other absences as determined by the principal or the principal’s designee.

b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

   (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent’s responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.

   (2) Other absences are those in which the parent has not communicated a reason for the student’s absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child’s absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal’s office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. **Mandatory Ages of Attendance**. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

**Exceptions for Younger Students**. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child’s parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child’s seventh birthday.

**Exceptions for Older Students**. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

**Early Withdrawal for Students Enrolled in Accredited or Approved Schools**. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

**Exit Interview**. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent’s designee shall set a time and place for an exit interview if the child is enrolled in Paxton Public Schools or resides in the Paxton Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:
- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview.
which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child’s family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent’s designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent’s designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent’s designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be
made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

(i) Illness related to physical or behavioral health of the child.
(ii) Educational counseling;
(iii) Educational evaluation;
(iv) Referral to community agencies for economic services;
(v) Family or individual counseling; and
(vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child’s family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Reviewed and Revised: June 16, 2014, August 17, 2015
STUDENT PARTICIPATION IN ATHLETIC CONTESTS BETWEEN SCHOOLS

Students in kindergarten through sixth grade may not participate in athletic contests between schools within a school system or between school systems. Annual field or play days are excluded from this restriction.

Elementary school systems having seventh and eighth grade athletics may include sixth grade boys or girls if the combined enrollment for seventh and eighth grade is fewer than 12 boys or 12 girls and if the school board has a policy regulating participation for sixth graders. The board’s policy for participation of sixth graders is as follows: A sixth grade student may participate if (1) the student meets the same standards applicable to seventh and eighth graders and (2) participation in the activity is not prohibited by the bylaws of the Nebraska School Activities Association.

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the Nebraska School Activities Association. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the Nebraska School Activities Association.

Policy Review: June 16, 2014
Policy Adopted: July 21, 2014
Policy Reviewed and Revised: August 17, 2015
RESTRAINT AND SECLUSION

The board prohibits the use of seclusion and restraint by school personnel except as implemented consistent with this policy. Restraint or seclusion of students will not be used solely as a disciplinary consequence or when a known medical or psychological condition makes its use inadvisable. The superintendent will ensure that district guidelines relating to restraint and seclusion are communicated to school personnel and parents/guardians at the beginning of each school year.

Except in the case of an emergency, only school personnel who have received systematic training in the use of restraint and seclusion in accordance with the district’s policy will implement physical restraint or seclusion with a student. In an emergency, a district employee may use physical restraint or seclusion as necessary to maintain order or to prevent a student from causing physical harm to self, other students, and school staff or property. School personnel will continuously monitor a student's status during any physical restraint or seclusion.

1. PHYSICAL RESTRAINT

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student’s body.

Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:

A. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;

B. as reasonably needed to maintain order or to prevent or break up a fight;

C. as reasonably needed for self-defense;

D. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;

E. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;

F. as reasonably needed to escort a student safely from one area to another;

G. if used as provided for in an IEP, Section 504, or behavior intervention plan; or

H. as reasonably needed to prevent imminent destruction to school or another person’s property.
2. MECHANICAL RESTRAINT

Mechanical restraint means the use of any device or material attached or adjacent to a student’s body that restricts freedom of movement or normal access to any portion of the student’s body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student.

Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

A. when properly used as an assistive technology device included in the student’s IEP, Section 504, or behavior intervention plan or as otherwise prescribed by a medical or related service provider;

B. when using seat belts or other safety restraints to secure a student during transportation;

C. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;

D. as reasonably needed for self-defense;

E. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

3. SECLUSION

Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity. Seclusion is different than in-school suspension in which other students or adults may be present but in which students are not physically prevented from leaving.

Seclusion of a student by school personnel may be used in the following circumstances:

A. as reasonably needed to respond to a person in control of a weapon or other dangerous object;

B. as reasonably needed to maintain order or prevent or break up a fight;

C. as reasonably needed for self-defense;

D. as reasonably needed when a student’s behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person’s property; or

E. when used as specified in the student’s IEP, Section 504, or behavior intervention plan; and

1) the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
2) the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student’s IEP, Section 504, or behavior intervention plan;

3) the confining space has been approved for such use by the local education agency;

4) the space is appropriately lighted, ventilated, and heated or cooled; and

5) the space is free from objects that unreasonably expose the student or others to harm.

4. ISOLATION

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Isolation is different than seclusion.

Isolation is permitted as a behavior management technique provided that:

A. the isolation space is appropriately lighted, ventilated and heated or cooled;

B. the duration of the isolation is reasonable in light of the purpose for the isolation;

C. the student is reasonably monitored; and

D. the isolation space is free from objects that unreasonably expose the student or others to harm.

5. TIME-OUT

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

6. NOTICE, REPORTING AND DOCUMENTATION

A. A district Restraint or Seclusion Report must be completed for each incident of restraint or seclusion other than normal use of mechanical restraint for transportation safety. Each record shall include:
   • Name of the student
   • Name of the staff member(s) administering the physical restraint or seclusion;
   • Date of the incident and the time the restraint or seclusion began and ended;
   • Location of the restraint or seclusion;
   • A description of the restraint or seclusion;
   • A description of the student’s activity immediately preceding the behavior that prompted the use of restraint or seclusion;
   • A description of the behavior that prompted the use of restraint or seclusion;
• Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and
• Information documenting parent contact and notification

B. Notice to Administrators

The principal or designee shall be notified of the incident as soon as possible, but no later than the end of the same school day.

C. Notice to Parents

When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall attempt to promptly notify the student’s parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident.

D. Written Report to Parents

Within a reasonable period of time not to exceed 30 days after the incident, the principal or designee shall also provide the parent or guardian with a written incident report. This report must include the following:

1) the date, time of day, location, duration, and description of the incident and interventions;
2) the events or events that led up to the incident;
3) the nature and extent of any injury to the student; and
4) the name of a school employee the parent or guardian can contact regarding the incident.

Approved: October 20, 2014
Policy Reviewed and Revised: August 17, 2015
RETURN FROM PEDIATRIC CANCER

The Board recognizes that students who have been treated for pediatric cancer and are returning to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

The district shall establish a return to learn protocol for students returning from the treatment of pediatric cancer. The return to learn protocol shall recognize that these students may need accommodations for specific cognitive, behavioral, physical, developmental, and social impairments.

When appropriate, a section 504 plan may be developed to coordinate and accomplish these accommodations and modifications.

Reviewed: October 19, 2015
Approved: November 16, 2015
INITIATIONS, HAZING, SECRET CLUBS AND OUTSIDE ORGANIZATIONS

**Initiations.** Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

**Hazing.** Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Secret Organizations.** It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Outside Organizations.** It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Date of Adoption: July 18, 2016
STUDENT FEES POLICY

The Board of Education of Paxton Consolidated School District #6 adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

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

(1) Guidelines for clothing required for specified courses and activities:

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

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

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

Students are not required, but encouraged to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to pencils, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for using during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a newsletter and/or letter to families.

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

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

Students are not required, but encouraged to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District’s fee waiver policy (Section 12). Projects for which the materials fee has been waived become property of the District upon completion and large/expensive projects must have administrative approval before work is begun.

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District’s fee waiver policy (Section 12): however, the District is not required to provide for the use of a particular type of instrument for any student. Consumable items for musical instruments, such as reeds and valve oil, remain the responsibility of the student and are not subject to a fee waiver.

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

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

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment,

such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

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

(5) Extracurricular Activities-Fees for participation:
The District does not generally charge fees for participation in extra curricular activities.

(6) Gate Admission Fees
Districts are not required to provide waivers to qualifiers for free and reduced-price lunches for extra curricular activity gate admission fees and spectator transportations charges.

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

(8) Transportation costs:
Students are responsible for fees established for transportation services provided by the district as and due to the extent permitted by federal and state laws and regulations.

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

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

(11) **Participation in summer school or night school:**
Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(12) **Breakfast and lunch programs**
Students shall be responsible for fees for items which students purchase from the District’s breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

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

(13) **Driver Education**
Department of Motor Vehicle approved program (competency based) may be available for students. Upon successful completion, the student will received a Witten and Drive Test Waiver for the Provisional Operator’s Permit. High School credit will not be given for this program. A fee will be charged for Drivers Education, which is subject o the District’s Fee Waiver Policy (Section 14).

(14) **Waiver Policy**
The District’s policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under the 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 activates, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities.
Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased for comparable students.

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

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

Policy reviewed: June 17, 2002
Policy adopted: July 15, 2002
The District recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences
Pregnant and parenting students will be permitted to attend to their own health care, their child’s medical care, or other pregnancy- or parenting-related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student’s licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student’s pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student’s licensed healthcare provider regarding the student’s safe participation in an extracurricular activity when such certification is required of students for other conditions, which require the attention of a licensed healthcare provider.

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

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

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

Lactation
The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.
Child Care
If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student’s child to an early head start program or any other available community resources.

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

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

Other Accommodations
Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment
Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination
This policy will be available at the beginning of each school year on the district’s website and will be incorporated into the student handbook.

Cross-Reference:   Non-discrimination policies

Date of Adoption:   April 9, 2018
READING INSTRUCTION AND IMPROVEMENT

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District’s intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-20 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Intervention Act. A student who is identified as having a reading deficiency pursuant to the Reading Intervention Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:
(a) Be provided to any student identified as having a reading deficiency;
(b) Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
(c) Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.
(2) The supplemental reading intervention program may also include:
(a) Reading intervention techniques that are based on scientific research and best practices;
(b) Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
(c) Intensive intervention using strategies to match the weaknesses identified in the diagnostic assessment:
(i) Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
(ii) Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
(iii) Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
(d) Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
(e) Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

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

Date of Adoption: July 16, 2018
MARRIED STUDENTS

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District’s anti-discrimination policies.

Date of Adoption: July 16, 2018