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NEBRASKA UNIFIED SCHOOL DISTRICT #5**

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**6100.00 ELEMENTARY AND SECONDARY INSTRUCTIONAL PROGRAMS OF
THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 Board of Education recognizes the individual needs of the students of the South Central Nebraska Unified School District #5. In the accomplishment of such, it is necessary to provide an instructional program, staffed with competent individuals, that will relate subject matter to living experiences. The South Central Nebraska Unified School District #5 Board of Education further recognizes the professional staff, in providing an instructional program to meet these needs, must receive input from patrons of the District to determine what their expectations are of students who graduate from the South Central Nebraska Unified School District #5.

The administration is responsible for the establishment and maintenance of a curriculum that is in alignment with school goals. The Board of Education is committed to provide the needed equipment, materials of instruction and other facilitating action deemed necessary by the administration to provide a classroom environment conducive to quality instruction.

**6110.00 INSTRUCTIONAL CALENDARS FOR THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The administration of the South Central Nebraska Unified School District #5 shall establish and maintain a school calendar and schedule that will promote flexibility and effectiveness in the instructional program. The South Central Nebraska Unified School District #5 Board of Education delegates the responsibility of the internal organization of the instructional program to the administration in the effort to provide the necessary articulation between the various unit levels in the South Central Nebraska Unified School District #5.

POLICY ADOPTED: August 2000
POLICY AMENDED: October 2010

**6111.00 SCHOOL DAY OF THE SOUTH CENTRAL NEBRASKA UNIFIED
SCHOOL DISTRICT #5**

The school day of the South Central Nebraska Unified School District #5 shall be arranged, scheduled and maintained by the administration within the limitations of state statute. Each certificated staff member shall be expected to be on duty before and after regular school hours to plan and carry out his/her individual professional responsibilities. Included within each teachers weekly schedule will be time for educational planning and other task related functions which cannot normally be accomplished during instructional periods.

POLICY ADOPTED: August 2000

**6111.10 TIME ALLOTMENTS FOR CERTIFICATED STAFF OF THE SOUTH
CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The administration shall be responsible for the arrangement and scheduling of teachers on a class schedule which meets the requirements of the Board and the rules and regulations for teacher certification established by the Nebraska Department of Education. In making teaching assignments, the administration shall consider factors such as, but not limited to, all teachers education, endorsements, teaching skills, talents and abilities, interests, experience, program requirements, scheduling considerations, the needs of students and the needs of the South Central Nebraska Unified School District #5.

POLICY ADOPTED: August 2000

**6112.00 EMERGENCY PREPAREDNESS FOR THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

It shall be the responsibility of the administration to maintain safe, healthful and sanitary conditions within the school building(s), school grounds and transportation vehicles of the South Central Nebraska Unified School District #5. The administration shall also develop a safety and security plan which is provided to all staff, both certificated and non certificated, which will identify possible precautionary measures to help ensure the safety of students, staff and other individuals on the premises of any school building within the South Central Nebraska Unified School District #5.

The superintendent, or his/her designee, shall form a safety and security committee which will include representatives of the faculty, parents and members of the South Central Nebraska Unified School District #5 community. The safety and security committee shall meet a minimum of once annually to review the South Central Nebraska Unified School District #5 safety and security plans. A review, to include an analysis of the safety plan, policies, procedures and practices and recommendations for future revisions to the safety plan will be performed annually by one or more individuals who are not a member of the safety and security committee or an employee of the South Central Nebraska Unified School District #5.

POLICY ADOPTED: August 2000

6112.10 FIRE DRILLS FOR THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

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
- Teachers must be prepared to select and direct classes to alternate routes in the event designated escape routes are blocked.
- A record shall be kept of each fire drill conducted.

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.

Legal Reference: Neb. Rev. Stat. §79-706

POLICY ADOPTED: August 2000
POLICY AMENDED: July 2015

**6112.20 SEVERE WEATHER DRILLS FOR THE SOUTH CENTRAL NEBRASKA
UNIFIED SCHOOL DISTRICT #5**

The administration shall conduct severe weather preparedness drills. Such drills shall be designed so students can be placed in areas of the school buildings that provide the most safety in the event of a tornado or other severe act of nature. A record shall be kept of each severe weather drill conducted. All staff members shall recognize prevention of panic as an essential element in any emergency situation. The staff of the South Central Nebraska Unified School District #5 shall provide students the necessary guidelines and directions in an effort to prevent unnecessary panic during severe weather drills or situations.

POLICY ADOPTED: August 2000

**6112.30 SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT
#5 CLOSING DUE TO INCLEMENT WEATHER**

When it is necessary for the South Central Nebraska Unified School District #5 to be closed due to inclement weather or other emergencies, such announcements shall be made by radio and television. The superintendent or his/her designee, shall be responsible for the closing of school. The determining factor related to school closing shall be the safety of students and employees en route to their residence. The closing of school due to inclement weather shall mean closing of all schools which comprise the South Central Nebraska Unified School District #5 unless weather factors will allow school sites to be open in parts of the district and necessitate closing other sites.

POLICY ADOPTED: August 2000

**6113.00 CEREMONIES AND OBSERVANCES RECOGNIZED BY THE SOUTH
CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

Commemoration of special days and events shall be arranged.

Appropriate exercises may be held for the following: Veterans' Day, Martin Luther King Day, Presidents' Day, Flag Day, Memorial Day, and State Fire Day (the Friday before the Fire Recognition Day, which is the second Saturday in May). An educational program on the United States Constitution shall be held on September 17 every year, or in the preceding or following week if September 17 falls on a weekend or a holiday.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

POLICY ADOPTED: August 2000
POLICY AMENDED: June 2006

**6113.10 DISPLAY OF FLAGS OF THE UNITED STATES AND STATE OF
NEBRASKA AT SCHOOL SITES OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The flag of the United States of America shall be displayed in the media centers and auditoriums of the South Central Nebraska Unified School District #5 at all times while school is in session. The flag of the State of Nebraska and of the United States of America shall be prominently displayed on the school grounds of all school sites of the South Central Nebraska Unified School District #5.

POLICY ADOPTED: August 2000

**6120.00 INSTRUCTIONAL GOALS FOR THE SOUTH CENTRAL NEBRASKA
UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 through the instructional programs offered shall provide the necessary resources to fund, within budgetary limitations, the classes and staff to provide a solid base for the development of students to their potential. Such a program shall provide for the mental, physical, emotional and social development of each student. The following are the instructional goals of the South Central Nebraska Unified School District #5:

- (1) To regularly evaluate and update the curriculum,
- (2) Provide minimum levels of achievement to the student in all areas of the curriculum,
- (3) Address the needs and provide programs for special needs students,
- (4) Provide students with personnel for guidance and counseling,
- (5) Provide a curriculum for vocational interests and needs of students,
- (6) Provide course offerings for students to meet the standards for post secondary entrance,
- (7) Provide an environment where the student can develop a sense of self respect, responsibility, leadership and to respect the abilities of others,
- (8) Offer courses in a manner that reduces scheduling conflicts of students,
- (9) Provide an instructional program that meets or exceeds minimum state requirements for graduation,
- (10) Provide extra and co-curricular activities to meet the interests of students,
- (11) Provide in-service programs to the teaching staff for the presentation of and discussion of new teaching techniques.

POLICY ADOPTED: August 2000

**6121.00 INSTRUCTIONAL HOURS FOR THE SOUTH CENTRAL NEBRASKA
UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 school year shall consist of a minimum of one thousand thirty-two (1,032) hours for grades kindergarten through six and one thousand eighty (1,080) hours for grades seven through twelve. The instructional hour shall be defined as sixty minutes which will allow for teachers and students to be in attendance. The school year shall consist of the minimum 1,032 and 1,080 instructional hours including traveling to and from and participating in interscholastic activities. The district may establish special programs for individual students that may deviate from these requirements when, in the opinion of the superintendent or his/her designee, the programs will further the student's educational needs. All special programs must be arranged and approved by the administration with authorization from the student's parents or guardian.

The required instructional hours at each level shall not include time used for school lunch but may include passing time to and from classes. The required hours shall be exclusive of any dismissed school time, e.g., snow days, excessive heat days, inclement weather days. Hours missed for such cancellations shall be added to the school year to be made up if needed to meet the required number of instructional hours free of interruptions.

Interscholastic activities shall be defined as school events which involves student participation, one or more, with faculty sponsorship. The activities in this category are identified as, but not limited to, all athletic, academic and vocational contests, music, drama, speech, debate and field trips. Nebraska School Activities Association sponsored state contests and state playoff participation may be included in the required instructional hours as long as such activities do not require school dismissal.

Interruptions in the instructional hours for assemblies, pep rallies, class meetings, etc., may be included in the required instructional hours but shall be limited in number.

POLICY ADOPTED: August 2000
POLICY AMENDED: October 2010

**6130.00 ORGANIZATION OF THE SOUTH CENTRAL NEBRASKA UNIFIED
SCHOOL DISTRICT #5**

The organizational plan, grade structure, for the South Central Nebraska Unified School District #5 shall be a Pre-K, designated the Pre School; kindergarten through grade six, designated the Elementary School; and grade seven through grade twelve, designated the High School.

POLICY ADOPTED: August 2000
POLICY AMENDED: October 2010

6140.00 CURRICULUM OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

The South Central Nebraska Unified School District #5 Board of Education has the responsibility to the public for maintaining a program of instruction which satisfies state and federal statutes. Such programs of instruction shall be subject to change as needed for the improvement of the South Central Nebraska Unified School District #5's curriculum.

The professional staff of the South Central Nebraska Unified School District #5 is responsible for maintaining a program of instruction in accordance with the provisions of the constitution of the State of Nebraska, the acts of the legislature, the rules and regulations of the Nebraska State Board of Education and the policies and regulations of the South Central Nebraska Unified School District #5 Board of Education. The administration is responsible for keeping the curriculum and curriculum materials updated and current.

POLICY ADOPTED: August 2000

**6141.00 EXPERIMENTAL AND ADDITIONAL PROGRAMS TO THE
CURRICULUM OF THE SOUTH CENTRAL NEBRASKA UNIFIED
SCHOOL DISTRICT #5**

Experimental and additional programs introduced to the curriculum of the South Central Nebraska Unified School District #5 shall be thoroughly investigated prior to becoming part of the curricular offerings. The following format shall be utilized prior to and during the implementation of experimental and additional programs:

- (1) an assessment of the present status of students relative to the goals and objectives of the South Central Nebraska Unified School District #5,
- (2) a determination of the need of an experimental or additional program,
- (3) a ranking of the needs in terms of priority and determination of whether the content of the experimental or additional program could be contained within an existing program,
- (4) planning a program that will meet the needs presently not being met in an existing program,
- (5) program implementation,
- (6) program evaluation in terms of the extent to which program goals and objectives have been met utilizing the new program, and
- (7) continuance, modification or deletion of the experimental or additional program based on evaluative findings.

POLICY ADOPTED: August 2000

**6142.00 MULTICULTURAL EDUCATION AT THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 Board of Education believes that African American, Hispanic American, Native American, Asian American and European American and other ethnic groups have made important contributions to the development of the United States as a nation. It is important that people develop an understanding and sensitivity to these peoples and their contributions to help reduce and eliminate prejudicial behavior. It is further believed that a better understanding of the races and ethnic groups that comprise the nation will benefit all people who make this nation their home.

The mission of the South Central Nebraska Unified School District #5, as it pertains to multicultural education, is to impart to all students a knowledge and appreciation of diverse cultures with the belief that this will contribute to a more tolerant and democratic society.

The multicultural program of the South Central Nebraska Unified School District #5 will provide opportunities for students to gain knowledge about the similarities and differences that exist in our culture and the listed ethnic groups. The history and contribution of these groups will be explored by infusing multicultural education into the core curriculum. Students should develop an awareness of the differences in cultures and how they each contribute to the constantly developing culture that will exist in the twenty first century and be able to function without promoting prejudicial behavior.

The multicultural education program shall be infused into language arts, social science, science, mathematics, computer science, vocational education, foreign language, visual and performing arts and personal health and physical fitness classes in all grades K-12 as appropriate. Teachers shall be responsible for identifying areas already included in the curriculum that meet the goals of multicultural education and providing for units of study in areas that multicultural education is not included. It shall be the responsibility of the administration that all South Central Nebraska Unified School District #5 employees are aware of the need for multicultural education and the goals set forward in this policy.

Class materials will be selected that represent ethnic groups without prejudice or stereotyping by race, religion or ethnic groups and are challenging and appropriate for the age level of students being taught. Reference materials shall be obtained and made accessible to staff and students.

A committee, representing the cultural diversity of the South Central Nebraska Unified School District #5 will be established whose purpose will be to oversee the implementation of multicultural activities and the periodic assessment of multicultural education in the South Central Nebraska Unified School District #5. The multicultural committee shall have both South Central Nebraska Unified School District #5 staff and community representation.

The multicultural committee shall periodically assess the multicultural program of the South Central Nebraska Unified School District #5. The assessment conducted shall determine the effectiveness of infusion of multicultural education into the curriculum, availability of materials and subjective assessment of the student attitudes toward ethnic groups other than their own.

POLICY ADOPTED: August 2000

6143.00 CURRICULUM GUIDES, STANDARDS AND ASSESSMENTS FOR THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

The South Central Nebraska Unified School District #5 Board of Education, in recognizing the importance of a curriculum that is thorough, all encompassing, articulated and congruent, authorizes the administration and staff of the South Central Nebraska Unified School District #5 to develop and revise curriculum guides, standards and assessments. Such guides, standards and assessments shall represent input from staff members from all grade levels which are affected by the revisions of the curriculum. The purpose of such guides, standards and assessments is to develop a plan of action, through course content, whereby the goals and objectives of the curriculum program of the South Central Nebraska Unified School District #5 are met.

POLICY ADOPTED: August 2000

**6143.10 CURRICULUM: STANDARDS DRIVEN AND ACCOUNTABILITY BASED,
IN SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The superintendent shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment, and staff development.

The curriculum shall be standards driven and accountability based. The standards shall be the same as the measurable model academic content standards in reading, writing, mathematics, science, social studies, and any other academic areas adopted by or required by the State Board of Education and shall cover at least the same grade levels required by the State Board of Education. The curriculum shall be articulated preK-12 and shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall be provided for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

POLICY ADOPTED: June 2009

6144.00 DISCUSSION OF CONTROVERSIAL ISSUES RELATIVE TO THE CURRICULUM OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

The presentation and discussion of controversial issues in the South Central Nebraska Unified School District #5 shall be on an informative basis. Such presentations and discussions shall be conveyed by teachers of the South Central Nebraska Unified School District #5 in a manner that is void of personal opinions or biases of the teacher. Realizing that controversial issues, whether sectarian or political, will be discussed in the classroom, the Board encourages teachers to design a course of action for such discussion, whereby, the students will have the opportunity to research factual information, to interpret the data without prejudice and to closely scrutinize assumptions and claims to reach their own conclusions. The Board further encourages the teachers to develop in the students they teach, the ability to address controversial issues without making prior judgments while facts are being collected, assembled, weighed and relationships drawn relative to the pros and cons of the issues before establishing inferences or conclusions.

Student rights and privileges shall be recognized when discussing controversial issues. In considering such issues, the student has the right to:

- (1) study controversial issues which have political, economic or social significance,
- (2) study under the tutelage of competent instructors in an atmosphere free from bias or prejudice,
- (3) have access to all relevant information freely available in the school or in public libraries.

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- (1) The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- (2) Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- (3) The teacher must encourage students to consider and discuss a variety of viewpoints.
- (4) The topic and materials used must be within the range, knowledge, maturity, and competence of the students.

- (5) The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- (6) The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- (7) Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda kind through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

POLICY ADOPTED: August 2000
POLICY AMENDED: October 2010

**6145.00 EXTRA CLASS ACTIVITIES OF THE SOUTH CENTRAL NEBRASKA
UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 Board of Education recognizes the values that can be gained through the participation in properly supervised extra class activities as a part of the total school program. Such activities, properly supervised, and kept in proper perspective, shall when possible, be retained in the school program in order to give students opportunities for learning experiences not possible in the classroom in regular classroom activities. The amount of time such activities take students away from school during school hours shall be limited by the building administrator. The provisions of this policy are applicable to all extra curricular and co-curricular activities, i.e., interscholastic contests, competition through intramural activities, meetings and trips. Non school organizations shall be strictly limited by the administration which may affect the time students would be taken from school.

POLICY ADOPTED: August 2000

**6145.10 INTERSCHOLASTIC ATHLETICS OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 Board of Education recognizes interscholastic athletics as an integral part of the Districts activity program. As such, interscholastic activities must justify their existence as educational experiences which promote good sportsmanship, fair play, development of leadership potential and good school citizenship.

POLICY ADOPTED: August 2000

6145.12**CONCUSSION AWARENESS OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses 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:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/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. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. 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.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

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. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

POLICY ADOPTED: June 2012
POLICY REVISED: June 2014

**6145.20 STUDENT PUBLICATIONS OF THE SOUTH CENTRAL NEBRASKA
UNIFIED SCHOOL DISTRICT #5**

Student publications are important elements of the instructional program and contribute directly to the accomplishment of South Central Nebraska Unified School District #5 Public goals. Members of the professional staff shall define the limits of students freedom of speech respecting school affairs to maintain a school atmosphere conducive to an orderly program of learning. The staff shall attempt to develop in students the responsibility of distinguishing between freedom and license, consideration of proper journalistic guidelines and the care for the development of skills or written expression. The administration shall have final determination whether a student publication is appropriate or not appropriate and shall be made available for distribution.

POLICY ADOPTED: August 2000

**6145.30 PUBLIC PERFORMANCES AND EXHIBITIONS OF STUDENTS
ATTENDING THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL
DISTRICT #5**

Public performances and exhibitions by students attending the South Central Nebraska Unified School District #5 shall be under the sponsorship of a professional staff member of the District. Such performances shall be consistent with the educational goals of the school and cannot interfere with the normal function of the school. It shall be the responsibility of the professional staff member who serves as moderator of a public performance and/or exhibition to provide programs that are educational and inspirational in nature, programs that have interest variety, programs that provide wide participation by the students and programs where good taste and behavior is shown.

Professional staff members must secure the permission of the administration before booking a student group at a public event. Student groups may not perform at a political rally without permission from the Superintendent and prior notice to parents.

POLICY ADOPTED: August 2000
POLICY AMENDED: October 2010

**6145.40 CLUBS OF EXTRA CLASS ACTIVITIES OF STUDENTS OF THE
SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

Clubs formed from extra class activities of the South Central Nebraska Unified School District #5 shall be sponsored by professional staff members. Such clubs shall be identifiable to a specific extra class activity. Such clubs shall be governed by a specific set of guidelines or constitution which shall be approved by the administration. The intent of clubs shall be to perpetuate the goals of the organization of the South Central Nebraska Unified School District #5.

POLICY ADOPTED: August 2000

**6145.50 STANDARDS OF CONDUCT FOR STUDENTS PARTICIPATING IN
EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES OF THE
SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

1. General Purpose

- a. The extracurricular program includes noncurricular activities which are sponsored by the school district. These activities include sports, speech, plays, Future Farmers of America, Future Business Leaders of America, music performance groups and other activities which are sponsored by the school.
- b. Extracurricular activities are an important part of the total school experience, but are secondary to the academic program and must be kept in that perspective.
- c. Extracurricular activities **do not** include:
 - i. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course.
 - ii. student-initiated, non-curriculum related student groups which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are not governed by this policy or other policies and rules governing extracurricular groups.

2. Governance

- a. All extracurricular activities shall be under the exclusive governance and control of the school district. This control includes, but is not be limited to, the formation, naming, structure, operation, financing, and discontinuance of all extracurricular activities. Extracurricular activities shall not have any separate or individual existence, status, rights, or authority.
- b. Students and sponsors will be governed by all board's policies and administrative rules including the policy on field trips when traveling for extracurricular activities.

3. Student Eligibility

- a. Students are encouraged to participate in extracurricular activities. Participation shall be open to and limited to all students who are currently enrolled in the school district on a voluntary basis.
- b. Extracurricular activities may establish academic or course enrollment qualifications for participation if such qualifications are necessarily related

to the purposes of the activity.

- c. Standards for scholastic eligibility for students wishing to participate in extracurricular activities shall be set by the administration and shall be consistent with at least the minimum standards provided by the NSAA.
- d. All students in grades 7-12 who participate in athletics must have a physical examination by a qualified health care provider at the student's expense.
- e. Students who wish to participate in extracurricular activities must abide by the student code of conduct, the extracurricular code of conduct and any additional rules set by the activity sponsor.
- f. Students are not eligible to participate in any extracurricular activity until they and their parents/guardians have signed the student handbook and extracurricular handbook receipt and acknowledgement.

4. Sponsors

- a. Each extracurricular activity must have a sponsor who is a member of the district's certificated staff or a selected community volunteer who is qualified by virtue of education, training, experience, or special interest to serve as the sponsor.
- b. The superintendent or his/her designee will assign activity sponsors. Payment to sponsors will be negotiated with the sponsor based on the terms of any applicable collective bargaining agreement, the sponsor's training and experience and any other lawful criteria. Sponsors serve in their capacity as a sponsor at the will of the superintendent, who is specifically empowered to remove an activity sponsor in the superintendent's sole discretion.
- c. Sponsors shall be required to: develop materials, activities, and a budget; promote membership and participation; communicate with the principal or designee, staff, students, and parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make recommendations; and submit a year end report to the principal or designee.

5. Money-Raising Activities

All money-raising activities shall require authorization by a member of the school district administration and shall be subject to all other school policies. All money raised by these activities shall be governed by Policy 3440.00.

POLICY ADOPTED: June 2012

**6150.00 INSTRUCTIONAL ARRANGEMENTS OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The administration of the South Central Nebraska Unified School District #5 shall be responsible for arranging the school day in a manner which best utilizes the abilities and functions of all staff members. In the fulfillment of this responsibility, the administration shall prepare a schedule of classes whereby students can gain from the expertise of all staff members. The administration shall also arrange class size, teacher assignment and the grouping of students in a manner that will meet curricular goals of the South Central Nebraska Unified School District #5.

POLICY ADOPTED: August 2000

**6151.00 SIZE OF CLASSES IN THE SOUTH CENTRAL NEBRASKA UNIFIED
SCHOOL DISTRICT #5**

The size of classes of students attending the South Central Nebraska Unified School District #5 shall be determined by the administration. In determining class size, the administration shall give consideration to the overall teaching schedule and the classes the teacher teaches, course content, whether the course is considered required or offered as an elective and the alignment of the course in other curricular offerings. The administration, in considering the size of classes offered through interactive video, audio and data network services (distance learning), shall also consider the increase in the teachers responsibility for students at multiple sites. The administration shall determine the total number of students, from all sites, when determining the class size of a class that originates from the South Central Nebraska Unified School District #5 offered through interactive video, audio and data network services.

POLICY ADOPTED: August 2000

**6152.00 INSTRUCTIONAL GROUPING OF STUDENTS ATTENDING THE
SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

Grouping of students for instructional purposes at the South Central Nebraska Unified School District #5 or the alteration of groups of students shall be determined by the administration. Such grouping shall reflect the placement of students among classmates, whereby, the students association in work and recreation will be productive so the student will be continually challenged and inspired to work for higher goals within his/her capacity. The administration shall consider the ability, size (number of students) maturation and social compatibility of the group, the teachers work load, the number of special needs children in the group, physical plant capacity and curricular offerings, prior to establishing instructional grouping at the South Central Nebraska Unified School District #5.

POLICY ADOPTED: August 2000

**6153.00 EDUCATIONAL FIELD TRIPS INVOLVING STUDENTS ATTENDING
THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

Educational field trips involving students attending the South Central Nebraska Unified School District #5 shall be considered an extension of the curriculum of the District. The administration shall be responsible for determining the need for such trips and evaluate the value of the trip to the course offered. If at all possible, educational field trips are to be conducted with as little disruption to the school day as can be allowed. For all school sponsored trips involving students attending the South Central Nebraska Unified School District #5, provisions will be made for proper adult supervision. If the need arises, parent volunteers can assist school personnel in such supervision. If parent volunteers are used for adult supervision, the sponsoring teacher or the building administrator shall orient them regarding their responsibilities. Transportation will be provided by the South Central Nebraska Unified School District #5 for all approved educational field trips. Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip.

POLICY ADOPTED: August 2000
POLICY AMENDED: October 2010

**6154.00 HOMEWORK ASSIGNMENTS FOR STUDENTS ATTENDING THE
SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

Homework assignments shall be related to the mission and belief statements of the South Central Nebraska Unified School District #5. The assignment of homework is encouraged when it can be seen to be a benefit to the student. Teachers are encouraged to provide out of class assignments for students; however, the following limitations are to be observed:

- (1) Homework assignments should not interfere with the proper development of the students health.
- (2) Homework should not be such a burden to the student that he/she is denied the opportunity to engage in activities related to extra or co-curricular programs.
- (3) When possible, homework assignments should be flexible for individual students.
- (4) Homework should serve a definite purpose.
- (5) Homework should be a technique for learning.
- (6) Homework assignments should not be assigned as a punishment.

The administration shall assist the professional staff in determining the use or misuse of the above guidelines relative to homework assignments.

**6154.10 MAKE UP WORK FOR STUDENTS ABSENT FROM THE SOUTH
CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

In conjunction with the administration and classroom instructors, students will have the opportunity to complete make up work in accordance with building guidelines.

POLICY ADOPTED: August 2000

**6160.00 INSTRUCTIONAL SERVICES OF THE SOUTH CENTRAL NEBRASKA
UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 Board of Education recognizes that appropriate texts, library references, facilities, maps and globes, laboratory equipment, audio-visual equipment, computer hardware and software, current periodicals, standardized tests and questionnaires and similar instructional materials are needed to effectively instruct the students attending the South Central Nebraska Unified School District #5. The professional staff shall recommend to the administration improvements in instructional services. The Board is committed to equipping and maintaining the classrooms of the South Central Nebraska Unified School District #5 to the highest extent within the existing financial framework.

POLICY ADOPTED: August 2000

**6161.00 EQUIPMENT, BOOKS AND MATERIALS OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

By definition, equipment, books and instructional materials will include all materials used by teachers and students in the process of education. Instructional materials shall be an all inclusive term and shall include such items as books, magazines, pamphlets, programmed materials, tapes, records, cassettes, films and computer discs. Any equipment purchased with South Central Nebraska Unified School District #5 funds shall become the property of the District. The process of requisitioning such equipment, books and materials for the District shall be governed by the format established by the administration. An inventory of all books, materials and equipment shall be current and readily accessible.

POLICY ADOPTED: August 2000

**6161.10 CARE OF SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL
DISTRICT #5 BOOKS, EQUIPMENT AND INSTRUCTIONAL
MATERIALS**

Students using the South Central Nebraska Unified School District #5 books, equipment and instructional materials purchased by the school shall be held responsible for such materials. The student shall reimburse the school for books, equipment and instructional materials that are lost or damaged. The rate of reimbursement shall be determined by the teacher with the assistance of the administration.

POLICY ADOPTED: August 2000
POLICY AMENDED: October 2010

6161.11 TEXTBOOKS FOR PRIVATE SCHOOL STUDENTS

The South Central Nebraska Unified School District #5 will make available textbooks to private school children. Textbook loans shall be made to children who reside in the South Central Nebraska Unified School District #5. Private school children shall mean children who are enrolled in kindergarten to grade 12 of a private school which is approved or accredited for continued legal operation as determined by the Nebraska Department of Education.

The superintendent of his/her designee shall make available at the school office, by December 1 of each year, a list of textbooks designated for use in the South Central Nebraska Unified School District #5 for the current school year. Request for textbooks by private school parents must be made to the superintendent or his/her designee by January 15. The school shall make application for funding to the Nebraska Department of Education by February 15 for textbooks requested by private school students.

If the state provides funding, such textbooks shall be made available to private school students on a loan basis. In the event no state funding is received, textbooks on hand, but not in use by the South Central Nebraska Unified School District #5 students, will be made available to private school students on a loan basis. If there are no textbooks on hand, no additional textbooks will be purchased. Textbooks may be checked out beginning ten (10) days before the current semester begins and must be returned to the school within fifteen (15) days after the close of school in the spring. The cost of any lost or damaged textbooks shall be the responsibility of the private school student. If restitution is not made for damaged textbooks, no further textbooks shall be loaned to that student.

The administration is responsible for maintaining an up to date list of textbooks on loan to private school students.

POLICY ADOPTED: August 2000

**6161.20 ACQUISITION OF SUPPLEMENTARY INSTRUCTIONAL MATERIALS
FOR THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT
#5**

The South Central Nebraska Unified School District #5 Board of Education authorizes the superintendent or his/her designee to establish criteria for the purpose of acquiring supplemental instructional materials, e.g., supplementary books, reference books, teaching guides, computer software. The superintendent or his/her designee shall make provisions for the purchase of such materials within the annual budget submitted to the Board with due regard for the necessity and economical use of such supplementary instructional materials.

POLICY ADOPTED: August 2000

**6161.30 LIBRARY MEDIA CENTERS OF THE SOUTH CENTRAL NEBRASKA
UNIFIED SCHOOL DISTRICT #5**

The primary objective of the library media centers of the South Central Nebraska Unified School District #5 is to implement, enrich and support the educational programs of the schools. It is the duty of the center to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

The South Central Nebraska Unified School District #5 Board of Education asserts the responsibility of the library media center is:

- (1) To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
- (2) To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- (3) To provide a background of information which will enable pupils to make intelligent decisions in their daily life.
- (4) To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.
- (5) To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage.
- (6) To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for the users of the library media center.
- (7) To provide materials that are not obscene, immoral or indecent. Materials purchased are age appropriate enabling the reader to comprehend and appreciate the information presented in the material.

POLICY ADOPTED: August 2000

**6161.40 SELECTION OF INSTRUCTIONAL MATERIALS FOR THE LIBRARY
MEDIA CENTER AND CLASSROOMS OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The responsibility for the selection of instructional materials for the library media center and classrooms of the South Central Nebraska Unified School District #5 shall be by the professionally trained library media specialist and classroom teacher under the guidance of the administration. The selection of materials for the library media center shall involve input from administrators, teachers and supervisors. The responsibility for coordinating the selection of instructional materials and the making of recommendations for purchase rest with the library media specialist.

POLICY ADOPTED: August 2000

**6161.41 CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS FOR
THE CLASSROOM AND THE LIBRARY MEDIA CENTER FOR THE
SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The selection of instructional materials for the library media center and classrooms for the South Central Nebraska Unified School District #5 shall have first consideration given to the needs of the school based on the knowledge of the curriculum. Materials purchased are considered on the basis of:

- (1) overall purpose for the school,
- (2) timeliness of issues and permanence,
- (3) importance of the subject matter in the regard to the goals and objectives of the curricular area for which it is purchased,
- (4) quality of production of the material,
- (5) readability and popular appeal,
- (6) authoritativeness,
- (7) reputation of the publisher/producer and author/artist/composer,
- (8) format and price of the materials,
- (9) requests from faculty, students and patrons.

POLICY ADOPTED: August 2000

**6161.42 PROCEDURE FOR SELECTION OF INSTRUCTIONAL MATERIALS
FOR CLASSROOM AND LIBRARY MEDIA CENTER FOR THE SOUTH
CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

In the selection of instructional materials for the library media center for the South Central Nebraska Unified School District #5 for purchase, the media specialist shall evaluate the existing collection and consult reputable, unbiased, professionally prepared selection guides and consult faculty members from the grade levels and/or departments that such materials will be utilized. The classroom teacher, in selecting materials for the classroom, should do so upon a thorough evaluation of need and investigation of updated materials. The materials shall serve a need of instruction and should supplement, not supplant, classroom books or instructional materials.

POLICY ADOPTED: August 2000

6161.43 THE HANDLING OF COMPLAINTS RELATIVE TO INSTRUCTIONAL MATERIALS FOR THE LIBRARY MEDIA CENTER AND COURSE OFFERINGS OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

The South Central Nebraska Unified School District #5 Board of Education realizes occasional objections to library media selections and/or curricular offerings may be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials. If a complaint relative to instructional materials for the library media center and/or curricular course offerings occurs the following procedure shall be followed:

- (1) The complainant should file his/her objection in writing;
- (2) Inform the building administrator of the complaint;
- (3) Discuss with the administration to determine if the material from the library media center and/or classroom should be temporarily withdrawn until a decision is made to retain or disallow the presence of the material;
- (4) A committee shall be appointed by the superintendent, comprised of teachers, the building administrator, curriculum coordinator and the media specialist if the complaint made concerns materials from the library media center. The superintendent may include responsible members of the community;
- (5) The committee established shall:
 - (a) read and examine the questioned materials and any reviews of the materials questioned,
 - (b) closely scrutinize the value and faults of the material and form an opinion based on the material as a whole and not on specific passages drawn out of context, and
 - (c) file and report findings, with a recommendation, to the superintendent.

POLICY ADOPTED: August 2000
POLICY AMENDED: October 2010

6161.44 PATRON REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS IN THE LIBRARY MEDIA CENTER AND/OR COURSE OFFERINGS OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

In the event patron request a reconsideration of specific instructional materials in the library media center and/or course offerings, the following standardized, clearly defined method of handling complaints shall be submitted to the superintendent of schools:

Patron Request for Reconsideration of Instructional Materials for Media Material and/or Course Offerings

Type of Material: _____
Author: _____
Title: _____
Publisher or Producer (If known): _____
Request Initiated by: _____
Telephone: _____
Address: _____
Complaint represents:

- Himself/Herself
- Name organization _____
- Other _____

1. To what in the work do you object? (Please be specific, cite pages, etc.)

2. What do you feel might be the result of exposure of the student to this material?

3. What value would you place on this work? _____

4. For what age group would you recommend this work? _____
5. Did you review the complete item? _____ If not, which parts? _____

6. Are you aware of the judgment of this work by critics? _____

7. What do you believe is the theme or purpose of this work? _____

8. Do you have a specific item of better quality which you would recommend as a replacement? _____

If so, specify by title, author, publisher or producer: _____

9. What action do you recommend that the school take concerning this material?

- Do not assign it to my child.
- Re evaluate the materials worthiness
- Withdraw the material from all student use
- Reserve the material for special use under staff supervision

Date

Signature

**6161.50 CURRICULUM CONSULTANTS FOR THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 Board of Education authorizes the administration to develop a curriculum that meets the needs of the mission and belief statement of the South Central Nebraska Unified School District #5. In the accomplishment of this end, the administration may procure the services of professional consultants whose expertise is in the area of curriculum. Such services shall be approved by the Board prior to their procurement.

POLICY ADOPTED: August 2000

6161.60 EDUCATIONAL TESTING OF STUDENTS OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

The South Central Nebraska Unified School District #5 shall utilize a standardized educational testing program. The purpose of such a testing program, through the use of criteria referenced tests, norm referenced tests and ability tests, is to ascertain the students academic progress and to determine if the curriculum offered students is adequate.

The educational testing program of the South Central Nebraska Unified School District #5 shall lend itself to the following:

- (1) A qualitative assessment of the educational program of the school for purposes of reporting the overall status of the school and charting the growth of the students, grades and areas each successive year of attendance.
- (2) Educational testing should provide an appropriate progress report for the Board of Education.
- (3) Provide information to be interpreted and utilized by teachers, counselors and administrators so test findings can assist in the guidance and counseling of individual students and the development and maintenance of a high quality curriculum.

To accomplish the foregoing, the following areas must be assessed in order to properly manage instruction and thus benefit from the educational testing program:

- (1) The assessment of needs: The identification of the strengths and weaknesses of a class.
- (2) To assign priorities: In the establishment of priorities and identify the objectives of the class that the students did not master. The objectives and goals reflected in the philosophy, goals and curriculum of the school are noted. The identified goals and objectives are ranked in systemic order for learning and in order of importance. Test results are only one factor in making decisions about instructional priorities. The individual student, the variety and availability of curriculum materials are considered in making the final determination of priorities.
- (3) The establishment of groups: A fundamental goal of the instructional program is to develop strategies that account for individual differences. These differences may be noted from test performance mastery, partial knowledge or non-mastery of course objectives. Students with similar characteristics can be organized into skill groups; however, the groups must be kept as flexible as possible to allow students to move freely, within a group and between groups as their instructional needs change.
- (4) The planning of instruction: Upon the establishment of priorities and groups, appropriate instructional methods and materials shall be selected.
- (5) The monitoring of progress: Charts shall be established to monitor the progress of the student.

- (6) The evaluation of results: In order to determine if skills have been mastered or attained, an evaluation procedure shall be established. The evaluation can be in the form of a written exercise, a diagnostic test, a teacher prepared test or an oral conference.

POLICY ADOPTED: August 2000

**6161.70 ACCEPTABLE USE POLICY FOR SOUTH CENTRAL NEBRASKA
UNIFIED SCHOOL DISTRICT #5 COMPUTER NETWORK**

The use of the South Central Nebraska Unified School District #5 computer network is not a right and inappropriate use may result in the cancellation of a students privilege. Students using the computer network are required to follow District policy and procedures. The District computer network shall include classroom computers, computer labs, Internet system, computer files and electronic mail.

With access to computers and links to individuals world wide, the availability of material that may not be considered to be of educational value in the context of the school setting can occur. Precautions will be taken to restrict access to controversial materials; however, it is realized that on a global network, it is impossible to control all materials that may become accessible to the Districts computer network. A technology protection measure (filter) is in place that should block or filter Internet access to Internet sites that are deemed inappropriate by school policy. Authorized staff personnel may override the technology protection (filter) to allow bona fide research activities by an adult. Authorized staff personnel may override the technology protection measure (filter) that blocks or filters Internet access for a student to access a site for bona fide research (the student will not have access to the web site if it contains any material that is obscene, pornographic, or harmful to minors) or other lawful purposes during which time the student will be monitored directly by the authorizing authority. School personnel will monitor students' use of the Internet through either direct supervision or by monitoring Internet use history to ensure enforcement of the policy.

The operation of the Districts computer network relies upon the proper conduct of the users who must adhere to strict guidelines. Violations of the established guidelines may be cause for the individual's use of the computer network to be terminated and future access to the network be denied. Improper use of the network by students may also be cause for discipline, up to and including expulsion. To ensure the proper use of the Districts computer network, the following conditions apply:

- (1) The use of the computer network is a privilege, which may be revoked by the administrators of the Districts computer network. Conduct which is cause for the revocation may include, but not limited to:
 - (a) violating the security of the computer network;
 - (b) altering of system software;
 - (c) placing unlawful programs or information, computer viruses or harmful programs on or through the computer network.
- (2) The administrator of the Districts computer network is authorized to remove files, limit or deny access to the network and refer individuals who have violated the rules pertaining to the computer network to the administration.

The following pertains to the student and staff utilization of the internet and electronic mail of the Districts computer network:

- (1) All use of the Internet must be in support of education and research and is consistent with the mission and value statements of the South Central Nebraska Unified School District #5.
- (2) Users of the Internet and electronic mail will not use the network to obtain, view, download or otherwise gain access to materials that are unlawful, unethical, obscene, pornographic, child pornography, harmful to minors, abusive or otherwise inappropriate for educational uses.
- (3) The administrator of the Districts Internet and electronic mail, at his/her sole discretion, shall be authorized to remove any material, which is considered objectionable as defined in this policy.
- (4) Student use of the Internet, electronic mail, chat rooms, and other forms of direct electronic communications should be for academic and educational purposes only.
- (5) Students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.
- (6) The District does not warrant that the functions of the system will meet any specific requirements the student may have or that it will be error free or uninterrupted.
- (7) The South Central Nebraska Unified School District #5 shall not be liable for any direct or indirect, incidental or consequential data, including lost data, sustained or incurred in connection with the use, operation or inability of the internet or electronic mail system.
- (8) The Internet and electronic mail system is intended for the exclusive use of authorized users who are responsible for the use of the password and account provided them. Students, at no time, should let anyone use the account or password assigned to them. Problems, which may arise from the use of the account assigned to students, will be the responsibility of the account holder.
- (9) Vandalism, defined as any attempt to damage equipment, engage in "hacking", or attempts to otherwise compromise system security, or to harm or destroy data of another user, will result in the termination of internet and electronic mail privileges.
- (10) Electronic mail is not guaranteed to be private. Network storage areas will be treated as school property and may be reviewed by District personnel.

(11) Users shall not engage in any illegal activities on the Internet.

POLICY ADOPTED: August 2000
POLICY AMENDED: April 2001, January 2006

**6162.00 INSTRUCTIONAL RESOURCES FOR STUDENTS OF THE SOUTH
CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5 WHO
REQUIRE INDIVIDUAL AND REMEDIAL SERVICES**

The South Central Nebraska Unified School District #5 shall provide the necessary instructional programs, through the resources available to the District, to meet the special needs of the students of the District.

POLICY ADOPTED: August 2000

6162.20 GUIDANCE AND COUNSELING SERVICES AVAILABLE TO STUDENTS ATTENDING THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

Guidance and counseling services shall be available to the students of the South Central Nebraska Unified School District #5. The South Central Nebraska Unified School District #5 Board of Education shall provide the necessary financial resources to staff adequate guidance personnel and educational resources to operate and maintain a guidance service to the students of the South Central Nebraska Unified School District #5.

The students of the South Central Nebraska Unified School District #5 should avail themselves to the services available from qualified personnel in the areas of educational, vocational and life counseling. The guidance program shall attempt to provide for each student a sense of belonging, self respect, emotional security, achievement and recognition. The guidance counselor will assist in providing the necessary educational testing, financial assistance for post secondary endeavors and referring students in need of special services to agencies and programs available.

POLICY ADOPTED: August 2000

6163.00 ASSESSMENT OF FEES FOR STUDENTS ATTENDING THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

5. Extracurricular Activities.

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

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

- Student activity card \$20
Covers admission to all extracurricular events excludes conference and NSAA Activities

- Student participation fee \$20
Required of all students who participate in athletics and/or other extracurricular activities

- Future Business Leaders of America \$15
Cost of attendance at State and/or National Conventions are the student's responsibility

- Art Club \$10

- National Honor Society \$10

- Cheerleading, Drill Team, Flag Corps Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$250.

- Football students must provide their own football shoes, undergarments, and mouth guards
- Golf students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, Wrestling and Basketball students must provide their own shoes and undergarments
- Foreign Language Club \$10
- FCCLA \$20
Cost of attendance at State and/or National Conventions are the student's responsibility

6. Post-Secondary Education Costs.

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

7. Transportation Costs.

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

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

8. Copies of Student Files or Records.

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

The district will charge a fee of \$0.10 per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be \$100 per month.

10. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be \$300.

11. Charges for Food Consumed by Students.

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

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

- Breakfast Program – Grades K-8
 - Regular Price \$1.50

- Reduced Price \$0.30
- Breakfast Program – Grades 9-12
 - Regular Price \$1.25
 - Reduced Price \$0.30
- Lunch Program – Grades K-8
 - Regular Price \$2.50
 - Reduced Price \$0.40
 - Extra Milk \$0.35
 - Seconds \$0.50 - \$1.50
- Lunch Program – Grades 9-12
 - Regular Price \$2.50
 - Reduced Price \$0.40
 - Extra Milk \$0.35
 - Seconds \$0.50 - \$1.50

12. Charges for Musical Extracurricular Activities.

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

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers plus \$10 for uniform cleaning.
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$250

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund.

This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$5-100.

14. Contributions for a Technology User fee

A technology user fee of \$30 will be applied for use of school issued technology for insurance not covered through AppleCare. This provides 24 hours of day coverage of loss against all damage. Coverage is effective from the date that the request form and usage fee payment are received by the school through the date at which the computer is requested to be returned according to the Technology User Fee Agreement. The user fee portion is non-refundable and will not be reimbursed.

The technology user fee covers 90% of repair or replacement cost for the first incident, 50% on the second incident. Repair or replacement for any incidents beyond two is the responsibility of the student or parent/guardian.

South Central Unified will offer coverage to all students. A separate Technology User Fee Agreement must be signed and paid for each school issued technology device.

If parents or guardians decline the Technology User Fee Agreement, then the school issued technology device will not be allowed outside of the school building. In addition, the parent/guardian could be subject to any or all repair or replacement costs if the technology device is damaged.

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

CERTIFICATION

On the ___ day of _____, 20__, the Board of Education of _____ Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the ____-__ school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Open Meetings Act.

Superintendent of Schools or Other
Authorized School Representative

Policy adopted: July 2002

Policy amended: July 2003, June 2004, June 2005, June 2006, June 2007.

June 2008, June 2010, June 2011, July 2013

Student Fee Waiver Application

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the child on who's behalf you are requesting a fee waiver:

Part 2: Specific fee(s) for which you are requesting a waiver:

Part 3: Eligibility. Select ONE (a, b, or c) of the following:

- a. Check here if your child is eligible for fee waivers because he or she is a foster child. Please attach official documentation from the agency sponsoring the child.

- b. Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.
Please attach a copy of one of the following:
A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification
A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF . An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.

- c. Check here if you are claiming your child is eligible because your household income is less than 180% of poverty level.

Please complete the following:

1. Name

(list everyone in your household) Last month's income and how often it was received
Check if Example: \$100/monthly \$100/twice a month \$100/every other week or no income

Name	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____
_____	\$ _____ /	\$ _____ /	\$ _____ /	\$ _____

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the name of the person who received the income, the date it was received, how much was received and how often it was received.

Acceptable documentation includes:

Jobs: current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

Social Security, Pensions, or Retirement: A notice of eligibility from state employment security office, check stub, or letter from Workers' Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information

C that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

Part 4. Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child's eligibility for fee waivers to school personnel as necessary to effect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school district.

Sign here: _____

Date: _____

**6210.00 CURRICULUM AND ASSESSMENTS OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

1. State Assessments.

South Central NE USD #5 has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.

- i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
- ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.

- i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
- ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

- i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with

assessment administration directions in advance and communicate the rules to students accurately and clearly.

- ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
 - iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.
- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.
- e. Assistance During Assessments.
- i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
 - ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.
- f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's

assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

POLICY ADOPTED: June 2006

6210.10 Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

1. Assessment Responsibilities

- a. The Curriculum/Instruction/Assessment Director or Building Principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
 - overseeing the scheduling of state administered assessments, and ensuring that all assessments, including make-up testing, is completed within relevant testing windows
 - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members
 - informing the board of education of changes to the Nebraska State Accountability Security Procedures; and
 - signing and enforcing the Nebraska State Accountability Test Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
 - complying with the Nebraska State Accountability Security Procedures; and
 - taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments.

2. Security Violations and Cheating

a. Classroom assessments

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose

consequences on the student consistent with classroom rules and the student handbook.

b. **State Accountability Tests**

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicious to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

- c. Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

POLICY ADOPTED: June 2010

6212.00 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 the:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in October 2010;
- Science standards that were adopted by the State Board in November, 2010;
- 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 of the State Board as such standards are subsequently adopted or amended 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 not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

POLICY ADOPTED: July 2015

6286.00 RETURN TO LEARN FROM CANCER

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

POLICY ADOPTED: July 2015

6600.00 SPECIAL EDUCATION POLICIES

South Central Nebraska Unified Schools adopts this special education policy with the intent that the policy maintain the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur 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.

Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-

008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

11. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The 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.

Legal Reference: 92 NAC 51-004.05

13. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14. 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.
Legal Reference: 92 NAC 51-004.15

15. 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.

Legal Reference: 92 NAC 51-003.10; 006.02C

16. 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.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

17. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19. 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.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. § 79-1110 to 79-1167
92 NAC 51

POLICY ADOPTED: July 2015

