

ARTICLE 1: COMMUNITY RELATIONS

Communication With The Public

Introductory Statement

1100

The board of education of Burwell Public School District No. 100 believes that an informed and actively involved public will be more supportive of school purposes and programs. To that end, the superintendent of schools is directed, through his or her personal action and through the delegation of his or her authority, to encourage patron attendance at all public meetings of the board of education, student events, and other school programs, utilizing in a timely manner the local media and school news letters, calendars, and mailed announcements. Moreover, the superintendent of schools is directed to issue to the board of education and to make available to the patrons of the district the following reports:

- I. A summary of the standardized norm-referenced assessment instruments used by the school district as it has been administered to students in selected grades.
- II. A summary of such criterion-referenced assessment instruments as are used by the school district to show acquisition of competencies in reading, writing, and mathematics and any other criterion-referenced assessment instruments as the school district may from time to time elect to use.
- III. A report pertaining to the school district including but not limited to student performance, school system demographics, and financial information.
- IV. The results of periodic follow-up studies of information as the superintendent of schools, subject to the approval of the board of education, may deem appropriate.

School officials shall report this information through publication in newspapers of general circulation, by school newsletters, radio, or by such other means as deemed appropriate by the board of education for the dissemination of the information and at such time that the information is appropriate for public dissemination.

A summary of these materials shall be available for public review in the office of the superintendent of schools during normal office hours.

Nothing herein shall be construed to mean that the public shall have access to information which would violate any state or

federal law or which would violate the privacy of any student or any employee of this school district.

Legal Reference:	§79-554	Class I, II, III, VI School Districts, School Board, Quorum, Meetings, Open to Public.
	§79-526	Board Authority for Supervision and Control.
	§79-531	Parental Involvement, Public School District, Adopt Policy.
	§84-712	Public Records, Free Examination.
	§84-1408	Open Meetings Law.

Policy Adopted: November 9, 1998
Policy Revised: October 12, 2009

Neither the facilities, the staff, nor the children of Burwell Public School District No. 100 shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual, or organization, except that:

- I. The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the school.
- II. The school may use films or other educational materials bearing mention of the producing firm or sponsor, providing such materials can be justified on the basis of their actual educational values.
- III. The school may cooperate with any agency in promoting the activities in general public interest, and which promote the education or other best interest of students.

The superintendent of the school may authorize the cooperation in furthering the work of any non-profit, community-wide service agency provided such cooperation does not infringe on school programs or diminish the amount of time devoted thereto.

- IV. The administration may, at its discretion, announce, or authorize to be announced, any lecture, community activity, or film which it feels has educational merit.
- V. School representatives may, upon approval of the board of education, cooperate with any agency in promoting activities in the general public interest, and which promotes education that is in the best interest of the students.

Legal Reference:	§79-526	Board Authority for
		Supervision and Control.
	§79-8,100	Teachers, Solicitation by
		agents Prohibited, Exemptions.

Publications, Radio, and Television

1115

The board of education welcomes the active participation of print and electronic mass media in promoting educational programs in the school district. All resultant news coverage of academic or extracurricular activities must be presented in the public interest.

All radio, webcast, television broadcasts of any school activity or contest originating from the facilities of this school district must be coordinated through the office of the building principal.

Companies interested in such broadcasts will: (1) Contact the building principal at least forty-eight (48) hours in advance of the event to gain permission and make arrangements for attending the activity. (2) Any company interested in broadcasting an activity will be responsible for all necessary equipment, transmission lines, power sources, and accompanying expenses. (3) Any company interested in broadcasting an activity will be responsible for any financial and legal liabilities pertaining to its own equipment and personnel.

Legal Reference:	§79-526	Board Authority for
		Supervision and Control.
	§79-1309	Telecommunications Operated by
		the Nebraska Educational
		Telecommunications Commission.

In accord with statute, all regular and special board meetings, and the meetings of board subcommittees and appointed advisory groups, except for emergency meetings, shall be published in the Burwell Tribune at least five (5) days in advance of such meetings. Should there not be sufficient time for publication of meeting notices in a newspaper, notices will be posted on the front door of the school house, at the post office and at the local banks. All announcements will include meeting place, time, and date of these meetings. These announcements shall also state that a summary of known agenda items or the current agenda can be secured from the office of the superintendent of schools. Except for items of an emergency nature, the agenda shall not be altered later than twenty-four (24) hours prior to the scheduled commencement of the meeting.

Representatives of the media are urged to attend all open meetings of the board of education. Meeting announcements, agendas, and meeting minutes summaries will be furnished to the Burwell Tribune and to other area media which request such information.

Ordinarily, on major school issues, either the board president or the superintendent of schools will be identified as chief spokesperson for the district but other board members and school officials will be available for discussion as circumstances warrant. All school representatives, upon approval of the board of education, are encouraged to promote activities that are in the interest of the general public and are in the best interest of their pupils.

Legal Reference:	\$79-563	Class III, School District, Board of Education, Meetings.
	\$84-1408	Open Meeting Law.
	\$84-1413	Meetings, Minutes, Role Call Vote, Secret Ballot, When.

Board Relations With the Public

1135

Members of the board of education, individually and collectively, recognize and welcome their responsibilities for listening to the comments and suggestions from the residents of the school district.

Board members individually will refer compliments, suggestions, and constructive criticism about operational matters directly to the superintendent of schools for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the board meeting agenda for consideration by the board as a whole.

Unless so authorized by the board of education, no board member individually will speak for, or in the name of, the total board.

Legal Reference: §84-1408 Open Meetings Law.

Policy Adopted: November 9, 1998
Revised Policy: October 12, 2009

Participation by the Public

The board of education is open to and encourages input on school issues from the public; however, the board of education prefers that individuals or groups with school-related concerns first attempt to resolve these concerns through established administrative channels.

- Level 1. If a patron has a concern relating to a particular school activity or incident, the most logical and expeditious approach to resolving the concern is to visit with the specific individual that may be the source of the concern, whether it be a teacher, administrator, custodian, or other school employee.

- Level 2. If matters can not be resolved at Level 1 or if there is a broader concern relating to a specific school (elementary, junior high or senior high school) the patron should discuss the concern with the building principal.

- Level 3. If the concern is not resolved at the school level, it should then be brought to the superintendent of schools.

- Level 4. If the concern is not resolved satisfactorily at the superintendent's level, it should then be brought before the board of education by utilizing one of the following approaches:
 - A. Addressing the issue during the Open Forum at a regular monthly board meeting.

 - B. Requesting a formal agenda item by contacting the superintendent of schools or the board president prior to the regular monthly meeting which, unless otherwise announced, is held on the second Monday of every month.

 - C. Submitting the concern in writing. This document can then either be presented at the regular meeting or attached to the board agenda, if received in time, and mailed out to each board member prior to the next regular board meeting. Refer to AR-1210, Request to Review Personnel Action.

Possible board responses to formal patron concerns include, but may not be limited to: Directing the superintendent of school to remedy the situation. Tabling the matter for further study. Appointing an ad hoc board committee to further study and/or resolve the matter. Scheduling a special meeting to hear the issue. Not taking any action on the concern. Issues heard during the Open Forum will be taken under advisement and will not be acted upon at that time.

Because of the potential of introducing bias into board hearings on termination cases, complaints on individual employees will only be received by the board of education through the superintendent of schools.

Legal Reference:	§79-526	Board Authority for
	§79-825	Supervision and Control.
	Through	Certified Employees, Tenure,
	§79-839	Disciplinary Action, Contract
		Amendment or Terminations,
		Formal and Informal Hearing.
	§84-1408	Open Meetings Law.

Parent Involvement Policy

1210

Burwell Public Schools, District 100, having conducted a public hearing concerning parental involvement and participation in the school district, herewith declares that it shall be the policy of the District to provide access to parents, by appointment and during regular school hours, to all textbooks, tests, curriculum materials, and other instructional materials used by the school.

It shall further be the policy of the District in the event a parent has a concern or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent and/or his designee may deem appropriate. The superintendent or his/her designee shall prepare a Parent Consent Form (page 4 of this policy) which may be used by a parent to express objections to any such instructional material. Such Parent Concern Forms shall seek information including, but not limited to, the specific instructional material of concern, the reason for the concern, and a proposed solution for resolution of the concern from the parent's perspective. In regards to concerns filed with the administration, the timeline will be the same as outlined on the Parental Concern Form.

It shall further be the policy of the District, upon request by a parent, to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interests. All visitors must register at the office.

It shall further be the policy of the District to encourage communications from parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences the parent finds objectionable. The superintendent or his/her designee shall make provisions on the Parent Concern Form herein above referred to for receiving information from a parent concerning what specific testing, classroom instruction or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian as set forth in 79-4, 157, the Federal Education Rights to Privacy Act and other applicable laws during regular business hours of the school, at the school headquarters or wherever the student's records may be regularly maintained by the District.

It shall further be policy of the District to notify parent, or parents, if determined appropriate and when reasonable, of any student who may be subjected to norm referenced or criterion referenced test or standard tests such as, but not limited to the Measure of Academic Performance (MAP) and notify the parent when appropriate and reasonable to do so, where a sample of such tests might be observed and the date upon which such test will be administered.

Prior to any school sponsored survey being administered to the students of the District, when appropriate and reasonable, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time, when such survey shall be administered, and the purpose of the survey from the school's perspective. Notification may be either by the school newsletter, webpage or personal mail, not less than seven(7) school days prior to administration of the survey. Any parents who requests, by submission of the parental concern form not less than two (2) school days prior to administration of the survey that his/her student(s) be exempt from such survey, shall have such request considered and treated in such manner as to comply with current Nebraska Statutes.

In order to ascertain that such rights as the parents of the District may have to make judgments believed by the parent to be

in the best interest of the student, it shall be the policy of the District whenever a parental objection is raised concerning textbooks, tests, or other instructional activities, to follow the Parental Concern Form, procedure provided herein. The Administration, in consultation with parents, to make reasonable efforts to provide, when reasonable or practical to do so, alternate school activities or school experience for the activity or school experience from which the student has been excused.

It shall be the policy of the District to prohibit any diminution in grade credit, or other determent to the student as a result of having been excused from any school experience.

The board of education shall review this policy annually. If any amendments are made, a public hearing will be held to solicit input from parents and the public.

Legal Reference:	§79-530	Parental Involvement,
	Through	Legislative Findings, Public
	§79-533	School District, Adopt Policy,
		Involvement, Contents,
		Hearing, Review.

Adopted: August 1995
Revised: December 9, 2002
October 11, 2010
August 14, 2017

**Burwell Public Schools
Parent Concern Form**

What is it that you object to regarding instruction, materials, testing, surveys, or other school experiences? (Please be specific).

What is the reason that you find this objectionable?

How would you propose the concern be resolved in a way that would be satisfactory to you and to the district?

Parent's Signature

Date

Timelines: (concern presented to the Superintendent—meeting within 3 days—written response in 2 days; If not resolved, appeal to the Board of Education within 30 days).

Adopted: August 1995
Revised: December 9, 2002
October 11, 2010
August 14, 2017

Citizen Advisory Councils and Committees

1210.1

It shall be the policy of Burwell Public Schools District No. 100 to utilize lay citizen advisory councils and committees whenever applicable to encourage more involvement from the community served by the school system. Such advisory councils or committees shall act as a link between the community and the school on issues of importance to the school community. As occasions arise, the board of education may request designated advisory councils or committees to study and report to the board of education on assigned topics or issues with which the board of education is seeking assistance.

The board of education may create such councils or committees as needed with the organization, name, and function tailored to meet specific needs. The board of education may dissolve any such council or committee when the designated mission has been achieved, or when the reason to exist is no longer valid.

An advisory council's or committee's jurisdiction will be limited to an advisory or information gathering status only. Their activities shall not include any type of administrative function or responsibility.

All advisory councils or committees shall elect at least a chairperson and a recording secretary. These individuals shall be responsible for making timely progress reports to the board of education on the council's activities.

The logistics of meeting times and agendas shall be coordinated through the office of the superintendent of schools or his or her designee.

All board members will be regarded as ex officio members of each council or committee. Individual board members may be designated as liaisons between the board of education and any council or committee.

Student Organizations:

Student organizations such as FFA, FCCLA, or FBLA should be operated as an integral part of the instruction process. The board of education encourages the participation of students in these activity organizations to complement their regular class activity.

Open Enrollments:

Enrollment in all classes offered by this school district, including the vocational programs such as vocational agriculture, business education, and homemaking shall be open to all students without regard to sex, creed, race, religion, handicapping condition, or national origin. Prerequisite courses may be required for advanced courses.

Long Range Planning:

All departments operating under individual budgets will be expected to develop long range plans, especially in the area of equipment and facility needs. These long range plans will be used as a help to budget preparation.

Refer to AR-1210.1, Title I Parental Involvement Committee.

Policy Adopted: November 9, 1998
Policy Revised: November 16, 2009

Verbal or Physical Abuse of School Employees

1210.3

The board of education places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism or complaints. Any patron, student, or other person who purposefully uses profanity in a verbal abuse or physically abuses a district employee which is involved in an assigned duty may be prosecuted by the district, to the extent provided by law. School employees who are sued as a consequence of performing their assigned duties, in a manner deemed appropriate by the school administration and/or board of education, shall be given the legal support of the school district's attorney.

Policy Adopted: November 9, 1998
Policy Revised: November 16, 2009

Parent-Teacher Conferences

1215

It is recommended that two parent-teacher conferences or acceptable substitutes, be held in both the elementary and junior-senior high schools each year.

Policy Adopted: November 9, 1998
Revised Policy: November 16, 2009

Public Activities Involving Staff, Students, or School Facilities

Staff Participation in Community Affairs

1305

All employees are encouraged to participate in community organizations and activities. The school board feels that school-community relations are enhanced when school personnel interact with other people within the community. This interaction serves to informally transmit school information to patrons of the community and to gather public opinion on the school's effectiveness and its activities.

However, staff members must refrain from using their position with the school district or their relationship with the students as a means of promoting a personal position or personal conviction. If an employee has an opinion that differs from a policy or practice supported by the school district, during the time the individual remains an employee of the school district he or she should follow those channels provided by school policy for airing his or her differences or attempting to have the policy or practices changed.

Policy Adopted: November 9, 1998
p. 173 - GAH, GAHA, & GAHB, p 219 – GBRQ
Policy Revised: November 16, 2009

Rebates to School Personnel

1310

No employee of this school district or board member shall directly or indirectly receive any commission, expense-paid trip, rebate, or anything of value, or a promise of future compensation from any person, firm, limited liability company, or corporation from which the school district purchases equipment or materials required in the operation of the school district, or that could be interpreted to reflect as a personal reward for conducting business with the individual or company. The operation of the school district includes the purchase of materials for the repair and maintenance of the school plant, for the conducting of student classes, for materials and supplies used in school organizations, such as clubs, specific classes, and for comparable items. Any such gifts shall become the property of the school district, the class, or student organization associated with the acquisition of the material.

School employees are not to accept gifts from students or parents during official school time. This includes Christmas, birthdays, etc. Gifts, if accepted, must be private rather than public.

Legal Reference:	§79-523	Class VI School District, Board of Education, Powers and Duties.
	§79-526	Class VI School District, School Board, Supervision and Control.

Policy Adopted: November 9, 1998
Revised Policy: November 16, 2009

Visiting School

1320

Parents, guardians, and other interested individuals are encouraged to visit the attendance centers at Burwell Public Schools and are to be made welcome by the respective building staffs and student bodies. Visitors should report to the building principal's office before proceeding to the class room. Children of preschool age or children not in school may visit school only when accompanied by an adult.

Permission may be obtained for secondary students visitations from the administration, but generally this approval will be only for special purpose visits.

Under ordinary circumstances, the teacher being visited by a parent or a guardian should continue with the regular classroom work. It is desirable that any individual parent-teacher conference be held before or after school in order that the normal instructional activities not be disrupted.

Contacts during school hours with non-school individuals and agencies for materials, service, or programs may be made only with the approval of the building principal.

For security reasons, all school personnel and students are asked to see that all visitors are courteously directed to the building principal's office. Likewise, all agents, etc. should have a permit from the building principal's office before approaching any person within the building.

Employees in school buildings shall report to the building principal immediately any person loitering on or near the school grounds. If necessary, the principal will notify the appropriate law enforcement agency to investigate the situation.

Legal Reference: §79-8,100 Teachers, Solicitation by Agents Prohibited, Exceptions.

Policy Adopted: November 9, 1998
Revised Policy: November 16, 2009

Request to Contact Students**1325**

Any person other than a school employee who comes to the school to talk to or take a pupil out of school must obtain permission from the building principal or superintendent of schools prior to contacting the pupil. The school official shall not grant permission unless that person has a clearly valid and proper reason for contacting the pupil. Ordinarily such contacts shall be restricted to parents or a guardian of the pupil, a close friend of the family when a dire emergency exists, or a law enforcement official. A parent or a guardian should immediately be notified of any request to remove a student from school by an individual other than that student's parent or a guardian. If a parent or guardian can not be reached the decision should be made by the superintendent of schools.

Law enforcement officers are to be urged to contact the pupils outside the school whenever possible. When a school official releases a student to a law officer for removal from school it shall be the responsibility of the school administrator to take immediate steps to notify the student's parents, guardian, or other responsible relative of the release to the law officer and the place to which the student is reportably being taken, except when the student has been taken into custody as a victim of suspected child abuse. In such case it shall be the law officer's responsible to notify the parents, guardian, or other responsible person.

Legal Reference: §79-294

Removal of Minor From School
Premises, Release to Peace
Officer, Principal or Other
Official, Duties, Peace
Officer, Duties, Juvenile
Court Review, When.

Handbooks

1335

It shall be the responsibility of the school administrators to develop, or oversee the development, of the appropriate handbooks need to provide staff and students of the policies and regulations of the school district. Such handbooks shall include, but not be limited to, student handbooks, staff handbooks, and athletic handbook.

These handbooks will be updated annually and presented to the board of education for approval prior to distribution to the intended recipients. If a conflict should occur between the handbook and current school policies or regulations the conflict shall be brought to the attention of the superintendent of schools who shall determine how the conflict should be resolved. Each staff member or activity sponsor shall review the handbook with his or her students. Each student and his or her parent or guardian shall sign a statement indicating the handbook has been received and he or she have no questions over the contents.

Use of School Facilities

1340

The board of education takes the position that the use of school facilities by various education and community organizations is in the interest of the general public. The board of education grants to the superintendent of schools authority to authorize the use of any school facilities for non-school activities, according to policy guidelines.

A master schedule for all school district and non-school activities shall be kept current and shall be available for review in the office of the superintendent of schools. This schedule shall be the only official schedule for the school district.

Since the board of education is responsible for safeguarding the facilities and the equipment of the school district, it therefore deems it the board's responsibility to set forth a rental charge which will offset the cost of replacement or depreciation of the facilities or equipment, thereby protecting the taxpayer's investment.

Individual local, county, state, or national political parties or political candidates will not be allowed to use school facilities for political rallies or for campaign purposes. Activities which would be acceptable, subject to review and approval of the board of education, would be: (1) The local teacher's association may hold local meetings when student classes are not in session and staff members are not on duty. (2) Current office holders, such as the governor, a senator, or other office holder may speak to students, or to the general public if it can be deemed that the individual is speaking from an educational or historical point of view and not for political purposes. (3) The school district will allow local religious organizations to use school facilities on an emergency, short-term basis. The board of education reserves its right to assess a rental fee for these or similar activities.

School facilities may not be used for activities which would be of lewd, immoral, or an obscene nature; would advocate or favor

unlawful violence or rebellion against the citizens of the community, the State of Nebraska, the United States; or which would be unlawful.

Only organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and would be willing to discharge such obligations shall be permitted to use the school facilities. The rental fees for major school facilities shall be covered in administrative regulation AR-1340.1, Provisions for Renting and Rental Fees for School Facilities. The facility rental fees shall be reviewed annually by the board of education. Refer to AR-1340.3, Wearing Suitable Clothing in Gymnasiums.

SCHOOL GROUPS USE OF FACILITIES.

- I. School organizations may use school facilities at no cost to the group, but with the provision that near normal restoration of the facilities must be made upon the completion of its use. Any costs for a school group, such as the fee paid a cook or a custodian required to be in attendance, is to be borne by the district.
- II. Boy Scouts, Girl Scouts, Campfire, 4-H groups and similar youth groups involving mainly young people living within the school district may use the school building after school hours as a meeting place without charge, provided such meetings are held while the building is normally open and there is a minimum of interference with custodians or other school personnel or facility use. These groups may use the school buildings in the evening for meetings if the group is sponsored by adults and they assume responsibility for cleanup and placing the area back in the condition it was prior to use.
- III. A charge may be made where extra work on the part of school employees is necessary to restore a facility to its original function after a school group has completed the use of a facility.
- IV. Town basketball teams or similar groups may use the gym, subject to the approval of the administration and with adequate supervision. The board of education reserves its right to charge a fee if deemed appropriate. A coach or any school employee is not to give keys to the building to an outside group without assuming the responsibility for the group using the gym.

- V. Use of the gyms for public dances, public wrestling matches, etc. is to be discouraged. The policing of such events, plus the wear on the facility is not in the best interest in the use and preservation of the buildings.
- VI. No coach or activity sponsor will have a practice or other activity involving students on a Sunday unless previously approved by the school administration.

USE OF SCHOOL EQUIPMENT.

- I. The use of school equipment by out of school groups shall be discouraged. In the event permission is given for any equipment to be used by an out of school group that requires a trained operator, the school employee skilled in the operation of this piece of equipment shall be in attendance during use.
- II. The summer programs sponsored by the City of Burwell such as swimming, baseball, softball, etc. will be discouraged from using the school-owned vehicles due to opposition from the insurance carrier for the school vehicles.

At its regular board meeting in August of each year the board of education will review its policies and administrative regulations on the rental of facilities and equipment, and determine if any changes in policies or in rental fees should be made.

Legal Reference: §79-10,106 School Houses, Uses for Public Assemblies, Rental.

Church Night

1345

Wednesday evenings of each week shall be set aside as church night by agreement with the community churches. Local practices or meetings involving district students must be completed by 6:30 P.M. Activities will not be scheduled for this night unless previously approved by the school administration except for such events that are not controlled locally.

There shall be no scheduled or unscheduled school activities on Sunday without the approval of the administration. Attendance for Sunday activities approved by the administration shall not be mandatory. All school events scheduled on Wednesday evenings or on Sundays must be reported to the superintendent of schools.

Firearms and Destructive Devices

1350

It is the intent of the board of education of Burwell Public Schools District No. 100 that this policy meets all the requirements as set forth by: (1) The Elementary and Secondary Education Act of 1965, amended by the Gun-Free Schools Act of 1994. (2) Nebraska Statute §79-283 as amended by LB-658, enacted by the 1995 session and LB-232, enacted by the 1997 session of the Nebraska State Legislature. (3) Any other Nebraska statutes relating to firearms or weapons in schools. (4) Any policies and regulations of this school district which may relate to firearms, weapons, and the suspension or expulsion of students from school or the suspension or termination of individuals employed by the school district. In the event that this policy would conflict with any state or federal statute, the state or federal statute shall prevail.

DEFINITIONS:

Firearm: Any device which is designed to, or may be readily converted to, expel a projectile by the action of an explosive substance or by the use of compressed gas or air. This includes but may not be limited to rifles, machine guns, shotguns, pistols (including starter pistols), antique guns or pistols, BB or CO² guns, guns which have been altered, or any other device which could propel a projectile that could inflict or cause bodily harm or which could be used as a device which may threaten one's safety or well-being.

Destructive Device: Any device, including knives, metal objects, bombs, grenades, rockets, mines, missiles, fire crackers, shells designed to explode upon impact, or any or other object which may be determined by school officials as having the capability of inflicting bodily injury or which could be used to threaten the safety of others if not used for its intended purpose.

It is the responsibility of the board of education to provide a safe work place for students attending this school and for the employees working in this school district. Therefore, school employees will undertake all reasonable efforts to prohibit the unlawful possession, the knowing and intentional selling or attempting to sell, exchange, lend, delivery, or any other way of transfer the possession of a firearm to a juvenile or between adults while on school property, in school owned vehicles, at school-sponsored activities, or at any school event.

If a firearm is used for instructional purposes, it shall be transported to and from the classroom or instructional area by the instructor or by an adult school district employee designated by the instructor. Any firearm being transported to the instruction area shall be unloaded and kept in a case expressly made for the purpose of containing a firearm. These cases shall be completely zipped, snapped, buckled, tied, or otherwise kept fastened so that no part of a firearm is exposed. The building principal shall be notified of the time and place for any instruction involving any firearms.

Excluded from this policy are tools or devices expressly used for instructional purposes or aides. This includes hammers or staplers powered by electricity or compressed air, guns used to embed nails into concrete or masonry products, or other similarly powered tools. However, students using such tools shall have received instruction on how these tools are used and the appropriate safety precautions. These tools or devices shall only be operated while the students are being supervised by a certificated instructor.

Any firearm in private vehicles of non-student adults entering school property shall be unloaded and kept in a case that is expressly made for the purpose of containing a firearm. This case shall be completely zipped, snapped, buckled, tied, or otherwise kept fastened so that no part of a firearm is exposed.

Nebraska Statute §79-283, Subsection (4) mandates the expulsion of a student for the knowing and intentional possession either on his or her person, in a school locker assigned to the student, in his or her vehicle while on school property, at a school-sponsored activity or at any school event, or uses or transmits a firearm, as defined in 18 U.S.C. 921 as of January 1, 1995. Such expulsion shall be for a period of time as determined by school district policy. Such expulsions from school shall be for a period of time not to exceed one year, or for a period of time otherwise designated by law. The board of education shall retain the responsibility to review each incident and modify the expulsion requirement on an individual basis.

Any school employee not authorized to possess any type of firearm, either on his or her person, or by leaving it in any area of the school, including his or her vehicle while on school property, shall be dismissed from service.

School administrative or teaching personnel are authorized to confiscate without warrant any firearm or dangerous weapon and school officials shall notify as soon as possible the appropriate law enforcement authorities of any act described in this policy which the school official knows or suspect is a violation of the Nebraska Criminal Code. Any weapons confiscated shall be turned over to the law enforcement authorities for their disposition.

Since school lockers belong to the school district and are normally used by students as a convenience for storing books, garments not immediately needed while the student is in school, and other school-related items, school administrators may search any locker being used by a student if it is thought that the locker may contain any illegal items, contraband materials, or other items deemed inappropriate for students to have while on school property.

Any student, while on school property, in school owned, leased, or school-sponsored vehicles, at any school-sponsored activity or event who possesses on his or her person or who threatens the safety of any person with a knife or any other weapon or object which could inflict a wound or cause bodily harm, shall receive a long term suspension or be expelled from school. The length of the suspension or expulsion shall be determined by school officials based upon the severity of the case, or number of times the threats have occurred.

Any student suspended or expelled from school pursuant to this policy may, within five (5) school days, request a hearing as set forth by the Student Discipline Act.

Any student suspended from school pursuant to this policy shall be given an opportunity to complete any class work, including, but not limited to examinations, missed during the period of suspension.

Any student expelled from school pursuant to this policy shall be advised of the following educational plan:

- I. Burwell Public Schools District No. 100 will provide an alternative education program for any student or students expelled from this school district for the knowing and/or intentional possession of a firearm either on his or her

person, in a school locker or storage area, assigned or unassigned to the student, in his or her vehicle while on school property, at a school-sponsored activity or at any school event, or uses or transmits a firearm. (Note: This plan shall conform with the requirements set forth by Nebraska Statute §79-266 and Nebraska Department of Education, Rule 17.)

- A. Alternative Education Program. A conference shall be called by the building principal. The purpose this conference will be to advise the student and his or her parents or guardian of an educational program whereby the expelled student can continue with a program that will allow the individual to work toward meeting the school district's graduation requirements. The expelled student will be provided the opportunity to enroll in high school level correspondence courses provided by the University of Nebraska High School Extension Division.

- B. The Plan. School officials shall determine:
 - 1. The course or courses to be taken and the sequence for these courses. The student will take one course at a time and will not enroll in another course until he or she has successfully completed the previous course.

 - 2. The certificated person or persons assigned to oversee the student progress and testing of the student.

 - 3. The method and frequency of reporting student progress in the correspondence course.

- C. The school district will bear the cost of the tuition fee and textbooks required.
 - 1. If the student fails to meet any conditions of the learning program, the school district may, without further obligation, terminate the program after a due process hearing, as required in statutory provisions for suspension and expulsion of students, unless otherwise waived by the parents or guardian of the student.

Upon the suspension or expulsion of a student from school pursuant to this policy, school officials shall notify the student's parents or guardians in a manner prescribed by the Student Discipline Act and shall file a report with the Garfield

County Attorney who shall process the information as prescribed by the Federal Gun Free School Act. Furthermore, this school district shall report all circumstances surrounding any expulsions as set forth by state or federal statutes in a manner prescribed by the Nebraska Department of Education.

This policy shall not apply to the issuance of or the possession of firearms by members of the Armed Services of the United States, active or reserve, the National Guard of the State, or reserve officers training corps, peace officers, or other duly authorized law enforcement officers when on duty.

Legal Reference: §79-255 Student Suspension and
 Through Expulsion Procedures and
 §79-292 Appeal Process.
 ESEA Act of 1965 as Amended by Title VIII-The
 Gun Free School Act of 1994.

Policy Adopted: November 9, 1998
Revised Policy: December 9, 2009

Relationship With Other Governmental Agencies

Police and Fire Departments

1405

The administration shall insure that a cooperative effort is maintained between the officials of the school district and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and the individual are clearly understood and protected.

Educational programs designed to make the youth of our schools sensitive to the need for and the practice of good safety habits will be sponsored jointly by the school district and the fire and police departments. The school staff and administrators are urged to cooperate with personnel of the fire and police departments in every possible way.

Legal Reference:	§28-707	Child Abuse or Neglect,
	Through	Reporting, Investigation,
	§28-717	Violations, Penalties.
	§79-4,122	State Fire Day, Fire
	Through	Prevention, State Fire
	§79-4,123	Marshall, School, Exits.
	§81-527	Fire Drills.

Local Communities

1410

Cooperation will be maintained with the City of Burwell in the use of community buildings, elections, traffic control about the school sites, and other areas of concern.

Health Department

1415

This school district will cooperate with all health agencies in developing procedures for the control of communicable diseases in the school. All procedures shall conform to the regulations for the communicable disease control set up by the state health department.

It shall be the responsibilities of the building principal and the school nurse to assist in meeting the provisions of the health department concerning communicable and contagious diseases by promptly reporting to the superintendent of schools the presence of any such disease. Re-entry of students diagnosed as having been infected with a communicable disease will be allowed only upon the recommendation of a reputable medical authority, and the school will reserve the right to seek independent medical advice on such situations.

The school district will participate in school immunization clinics if approved, recommended, and directed by county or state health agencies.

Refer to Policy 5420, Communicable Disease Control.

Legal References:	§79-444	Admission of Children,
		Evidence of Physical
		Examination.
	§79-248	Physical Examinations,
	Through	Contagious or Infectious
	§79-253	Disease, Duties of Department
		of Health, Employment of a
		Physician.

Welfare Agencies

1420

Building principal and school counselor will be responsible for detecting and referring those students in need of welfare assistance. The building principal or school counselor will keep current a reference file of authorized community agencies and officials who can render assistance when needed.

County and Intermediate Units

1425

This school district will participate in the services offered by Educational Service Unit No. 10 and/or other regional agencies if the services meet the educational needs of the students in the district.

Active participation will be maintained with other area boards of education.

Legal Reference:	§23-3301	
	Through	Superintendent, General
	§23-3311	Duties.
	§79-1202	
	Through	Educational Service Units,
	§79-1239	Duties, Services.

State and Regional Agencies

1430

The school district will strive to maintain full accreditation with the Nebraska State Department of Education and will cooperate with the Nebraska Department of Health, the State Auditors Office, and those other State agencies which may interact with public school education.

Policy Adopted: November 9, 1998
Revised Policy: December 9, 2009

Federal Agencies

1435

The school district will participate in ECIA Chapter 1 and Chapter 2 programs as long as those programs demonstrate appreciable value in the overall educational program of the school and are adequately funded.

Policy Adopted: November 9, 1998
Revised Policy: January 11, 2010

Relations with Area, State, Regional, and National Organizations

The school district will strive to maintain accreditation with the North Central Association of Schools and Colleges as long as the requirements set forth by that organization appear to be in the best interest of Burwell Public School District No. 100.

The school district will maintain membership in such organizations as the Nebraska Association of School Boards, the Nebraska Rural Community School Association, and the Nebraska School Finance Coalition as long as the educational goals and objectives of these organizations conform with the goals and objectives of this school district.