2026-2027
Parent/Student Handbook

Kimball Jr/Sr High School

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Kimball Jr/Sr High School
Parent-Student Handbook
2026-2027 School Year

This student handbook is Board of Education policy, and in the event there are inconsistencies or conflicts with any other rules or regulations, the board policies and regulations as they appear in this handbook will regulate.

INTRODUCTION

This handbook guides Kimball Jr/Sr High School students, parents, and staff on rules, regulations, and general information. Students must read and know its contents while parents are urged to use it as a resource to help their children follow the rules. The handbook provides detailed information on many topics but does not cover every situation. It is not a contract, and the administration can revise rules and make decisions at any time. The administration will interpret the rules and consider district policies, state and federal laws when making decisions on situations not explicitly covered in this handbook.

SCHOOL MISSION AND VISION STATEMENTS

The mission of Kimball Public Schools is to educate every student for a lifetime of success.

Embracing a vision of excellence, our school is committed to providing quality education that unlocks the vast potential within each student.

At Kimball Public Schools we believe:

- To seek out and use evidence based practices that support student learning.
- To embrace a collaborative culture in which educators take collective responsibility to help all students learn at high levels.
- To enhance the collaborative team as the fundamental structure to improve instructional practices.
- To provide a guaranteed curriculum that meets or exceeds the state standards.
- To provide daily classroom formative assessment of student achievement to monitor progress.
- To ensure high expectations to inspire high levels of student learning.
- To support continuous learning and ongoing professional development for our educators.
- To enable all students to be prepared for post-secondary education and careers, and to become lifelong learners.

- To promote strong partnerships with parents and provide parents with the information to support their children's learning.

GOALS AND OBJECTIVES

The goals and objectives of the Kimball Public Schools are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives; and,
9. Facilities necessary for the above objectives.

MUTUAL RESPECT

The Kimball Public Schools expect every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

PRINCIPAL'S MESSAGE

Greetings Parents and Students,

Welcome to the 2026–2027 school year at Kimball Jr/Sr High School! Our mission remains the same: **To educate every student for a lifetime of success.** While success may look different for each individual, our goal is to ensure every student leaves our building with a clear direction, a strong work ethic, and the skills needed to pursue a meaningful future.

With the continued partnership of our staff, parents, and community, we are committed to creating an environment where every student is supported, challenged, and prepared for what comes next. This year, we are taking an even more intentional approach to helping students plan for life after high school.

Our building-wide theme for the 2026–2027 school year is **"Own Your Path."**

This theme represents the next step in our journey. In recent years, we have asked students to build courage, to grow, and to raise their level of performance. Now, we are asking them to take ownership. Every student has a path—whether it leads to college, the workforce, the military, or another pursuit—and it is their responsibility to take an active role in shaping it.

At the same time, we will continue to raise and protect our standards. Clear expectations and consistent accountability are essential to a strong school culture. Academic effort, behavior, and responsibility matter—not only for individual success, but for the strength of our entire school community. Being part of Kimball Jr/Sr High School means representing something bigger than yourself.

To our students: Your future is not something that happens to you—it is something you build. The choices you make each day, the effort you give, and the way you respond to challenges will shape where your path leads. Take ownership of your learning, your behavior, and your goals. Be intentional. Be accountable. Be proud of the path you are creating.

To our parents and guardians: Your partnership is critical to this process. We encourage you to stay engaged, ask questions, and take an active role in your child's planning and progress. Together, we can help each student develop a clear vision for their future and the habits needed to achieve it.

As always, relationships remain at the core of what we do. We will continue to use Restorative Practices to support student growth, address challenges, and build a positive school environment where all students feel valued and supported.

Thank you for trusting us with your children. We are excited for the year ahead and the opportunities it brings.

Let's move forward with purpose and take ownership of the journey.

Own Your Path—together.

- Danielle Reader

26-27 BOARD OF EDUCATION, STAFF AND CALENDAR

Members of the Board of Education

Name	Contact Information
Taylor Brown, Member	tbrown@kpslonghorns.org
Travis Cook, President	tcook@kpslonghorns.org
Jay Fennell, Member	jfennell@kpslonghorns.org
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Administrative Staff

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Lauren Wilson	Dean of Students	lwilson@kpslonghorns.org
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Teaching Staff

Name	Department	E-Mail
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Matthew Shoup	Social Science	mshoup@kpslonghorns.org
Virginia Splichal	Language Arts	vsplichal@kpslonghorns.org

Support Staff

Name	Position	E-Mail
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Brian Henderson	Activity Bus Driver	bhenderson@kpslonghorns.org
Alvin Koski	Food Service	akoski@kpslonghorns.org
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Karissa Markum	Digital Media/Paraprofessional	kmarkum@kpslonghorns.org
Lorri Norberg	Route Bus Driver	lnorberg@kpslonghorns.org
Ursula Risilia	Food Service	urisilia@kpslonghorns.org
Tammy Shields	Paraprofessional	tshields@kpslonghorns.org

2026-2027 School Calendar - **See Next Page**

KIMBALL PUBLIC SCHOOLS 2026-2027 CALENDAR Bd Approved 3-9-2026

AUGUST 2026

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

12 -Work Day/ New Employee Orientation
13,14 - Inservice (All day)
17 - First Day of School (1:00 PM Dismissal)
9 Student Days/12 Staff Days

SEPTEMBER 2026

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

7 - Labor Day
25 - Inservice (All day)
18 Student Days/19 Staff Days

October 2026

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

15 - End of First Quarter (36)
20 - Start of 2nd Quarter
22 P-T Conference (4:30 - 8:30)
23 - P-T Conference 8:00 - 12:00/ PD 1:00 - 4:00
17 Student Days/18.5 Staff Days

November 2026

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

3 - Inservice (JH Wrestling) (All Day)
25-26- Thanksgiving Break
15 Student Days/16 Staff Days

DECEMBER 2026

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

4 - Inservice (All day)
17 - 1:00 PM Dismissal
17- End of Second Quarter/1st Semester (34/70)
21-31- Christmas Break
11 Student Days/12 Staff Days

JANUARY 2027

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

1 - Christmas Break
4 - Inservice (All Day)
5 - Start of Third Quarter
16 Student Days/17 Staff Days

FEBRUARY 2027

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

15 - Inservice (All day)
16 Student Days/17 Staff Days

MARCH 2027

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

3 - Inservice (FFA CDE) (All Day)
11- End of Third Quarter (40)
15- Start of Fourth Quarter
18 - P-T Conference (4:30 -8:30)
29 - No School (Easter Break)
18 Student Days/18.5 Staff Days

APRIL 2027

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

16 - Inservice (All day)
18 Student Days/19 Staff Days

MAY 2027

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

7 - Inservice (All day)
15 - Graduation
20 - Last day of School (1:00 PM Dismissal) (40/80)
31- Memorial Day
12 Student Days/13 Staff Days

- No School Friday
- No School for Students/In-Service
- No School/Vacation Day
- Start of Quarter
- End of Quarter
- New Teacher Orientation
- Parent-Teacher Conferences
- Graduation 11:00 AM
- 1:00 Dismissal

Student Days =	**150**
Teacher Days =	**163**
Student Hours =	**1,102.7**
Days Over Minimum =	**3.1**
Staff Inservice/P-T Days =	**13.0**

Approved by School Board on: 3-09-2026

Note: All make-up days extending the school year after May 20 are subject to the discretion of the Superintendent.	**Note:** Proposed Inservice dates are subject to revision, pending availability of consultants &/or district needs.

SCHOOL DAY

Severe Weather and School Cancellations

When there is severe weather that makes it unsafe for students to attend school, the Superintendent of schools may close the schools. The Superintendent's staff will notify the news media about school closures due to inclement weather, and the information will be broadcasted regularly by radio and television stations. Additionally, Kimball Public Schools will be using the Thrillshare notification system for improved communications with parents and students during weather-related issues and emergencies. Parents are encouraged to ensure that their contact information is up-to-date in the directory, including home, work, cell phones, or any other numbers they prefer to receive messages during an emergency or school cancellation.

A decision to close school will be made when weather forecasts indicate that it would be unwise for students to attend school. If possible, the decision about the next school day will be made by 9 p.m. and announced during the 10 p.m. news. However, an early decision is not always possible due to uncertain weather conditions. School officials will periodically assess weather conditions during the night and will decide early in the morning, preferably by 6 a.m. In any case, an announcement about school closures will be made to the news media. In some instances, schools will be open, but certain services may be cancelled (bus transportation, pre-kindergarten, student activities). Announcements about other Nebraska school closings are included in Scottsbluff and Sidney radio and television broadcasts.

Once classes have started, every effort will be made to avoid closing school during the day. However, in some instances, closing school during the day may be inevitable if children are to safely return home before a major storm hits. In these cases, parents will be notified as much in advance as possible.

If school is closed during the day, the news media will broadcast the notice, and parents should have a plan in place to accommodate these circumstances. If the Kimball area is under an adverse weather warning at the time of dismissal, students will not be dismissed from school, and the buses will not run until the weather warning has been nullified.

Parents may decide to keep their children at home in inclement weather due to personal circumstances. Students who are absent because of severe weather when school is in session will be marked absent, which will be treated like any other excused absence for legitimate causes if parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not

normally be dismissed from school during severe weather on the basis of a telephone request.

During a tornado warning, parents should not attempt to come to school because school officials are not permitted to release students from the school building. Tornado safety procedures are practiced regularly by students and staff members. Moreover, parents are urged not to call radio and television stations and school buildings during severe weather, and every effort will be made to provide accurate and timely information through the media.

Kimball Public Schools has an emergency exit system, tornado warning system, and critical incident response plans in place. In a crisis situation, personnel in charge of the building will determine the appropriate level of lockdown if a lockdown is necessary. In certain situations, parents may not be allowed to enter the building and/or pick up their children. Regular drills will be held as required by law through the school year to ensure that all staff and students are familiar with the emergency procedures.

Open-Closed Campus

All students are required to remain on campus during the school day with four exceptions:

- High school students who have earned a Stampede Card for the quarter (see below) may leave campus at lunch.
- Seniors who met their ACT testing goal in the spring of 2025 may leave campus at lunch as well as during Study Hall on Tuesdays and Thursdays.
- Juniors who met their ACT testing goal in the spring of 2025 may leave campus for lunch on the last day of the the week (if they do not earn a Stampede Card).
- Juniors and seniors with C's and above in all classes, no tardies, no referrals to Longhorn Time, and no Branching Minds referrals the previous week will be permitted to leave campus during 9th Period on Tuesdays and Thursdays.

Stampede Card

Students in 7th-12th grade may earn a Stampede Card. The Stampede Card entitles the student to the following each quarter:

- Open campus lunch privileges (9th-12th grade only)
- Gym time during lunch (7th and 8th grade only)
- One free concession item*
- One free pass for Longhorn Time*

*Students must show their Stampede Card to receive entrance/item

Qualifications for the Stampede Card

- All C's or better
- Two or fewer tardies
- Two or fewer referrals to Longhorn Time
- No office referrals

Each quarter, students will be issued a new Stampede Card based on the above criteria from the previous quarter. Issuance of the Stampede Card during the first quarter of the 26-27 school year will be dependent on eligibility during fourth quarter of the 25-26 school year for returning students. 7th graders and new students will automatically receive a Stampede Card for the 1st quarter.

Entering and Leaving the Building

Beginning of School: Students should not be on school grounds more than 20 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will be admitted to the school building at 7:30 a.m. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon returning to school during the day, except for students who are permitted to leave for open campus lunch and study hall, students are to report to the school office. A pass from the office will be required to return to class.

End of School: Our regular school day ends at 3:55 p.m. Make-up work, special help, club meetings, Longhorn Time and other school activities begin at 4:00 p.m. It is important that students who are involved in any of these activities report to the designated area on time. Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students outside of the regularly scheduled instructional day.**

Shortened Days: Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

2026-2027 Bell Schedules

Kimball Jr/Sr High School
Bell Schedules 2026-2027

Regular Daily Schedule
7:50 - 3:55

1st	7:50 - 8:43
2nd	8:46 - 9:39
3rd	9:42 - 10:35
Break	10:35 - 10:45
4th	10:45-11:38
5th	11:41 - 12:34
Lunch	12:34 - 1:11
6th	1:14 - 2:07
7th	2:10 - 3:03
8th	3:06 - 3:55

2 Hour Late Start
9:50 - 3:55

1st	9:50 - 10:28
2nd	10:31 - 11:09
3rd	11:12 - 11:50
4th	11:53 - 12:31
Lunch	12:31 - 1:11
5th	1:14 - 1:52
6th	1:55- 2:33
7th	2:36 - 3:14
8th	3:17 - 3:55

1:00 Early Out
7:50 - 1:00

1st	7:50 - 8:22
2nd	8:25 - 8:57
3rd	9:00 - 9:32
4th	9:35 - 10:07
5th	10:10 - 10:42
6th	10:45 - 11:17
7th	11:20 - 11:52
8th	11:55 - 12:27
Lunch	12:27 - 1:00

ATTENDANCE

Attendance and Absences

Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

The following codes will be assigned to student absences for the following reasons:

AM - Absent Miscellaneous (Excused): Student is excused from class to meet with counselor, special services, etc.

AP – Parent Notification (Unexcused): A parent or guardian has called to let the school know their child will not be in school.

CO – Court Ordered (Excused): The student is absent due to a court order.

CV - College Visit (Excused): The student is absent due to a college visit.

DF – Death in the Family (Excused): The student is absent due to a death in the immediate family.

IS – In School Suspension (Excused): The student is absent due to In School Suspension

ME – Medically Excused (Excused): The student is absent and has submitted documentation from a doctor to the school office or the Request for Excused Absence form has been submitted and approved.

NC – No Call (unexcused): The student is absent and no call was received by a parent or guardian.

OS – Out of School Suspension (Excused): The student is absent due to Out of School Suspension

PE - Parent Notification (Excused): The parent or guardian provides one week advance notice to the Principal and the student maintains an A or B average in the class at the time of the absence.

SB – Student Business (Excused): The student is absent due to a school-related activity

TE - Tardy Excused*: The student has missed no more than the first 5 minutes of class.

TU - Tardy Unexcused: The student has missed no more than the first 5 minutes of class.

TT – Truant (Unexcused): The student is absent from one or more classes within the school day without permission (i.e., the student has 'skipped' class).

*The tardy is excused if the reason is due to one of the excused reasons identified for absences.

Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors that will result in regular and punctual student attendance.

a. Excused Absences. An absence with any of the following codes will be excused, provided the required procedures have been followed, and will not be counted toward an accumulated absence for the quarter/semester: AM, CO, CV, DF, IS, OS, ME, SB, PE

   For absences due to illness to be considered excused, parents must provide documentation from a licensed medical professional. Recognizing that not all illnesses require a medical visit, parents may request a **Request for Excused Absence Due to Illness** form from the school office when a student is absent because of illness but does not see a medical provider.

   The completed form must be submitted to the office within one week of the absence for consideration. A student may receive a maximum of **three (3) excused absence days per semester** through the use of these forms. Once the three-day limit has been reached, any additional illness-related absences without medical documentation will be recorded as unexcused.

   Parents should note that students are permitted up to six (6) unexcused absences per semester before attendance consequences outlined in this handbook apply.

   Submitting this form does not guarantee automatic approval of the absence as excused, but it will be reviewed by the administration and nurse. Parents will be notified within five days if the approval is denied.

b. Unexcused Absences: All other absences listed above are considered unexcused and will be counted toward an accumulated absence for the quarter/semester.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant. A student will be considered truant until a parent/guardian contacts the school. After two days with no parent/guardian contact, the absence will be considered unexcused.

Absence Procedure/Make-Up Work.
For excused absences, students must make up any missed assignments and/or tests within at most a one week time period (following the Late Work Policy below) or the student will receive a zero in the grade book. If requested, assignments will be prepared for students who are ill. If parents and/or students request assignments, the school should be contacted by no later than 9 a.m. The student has the responsibility to contact teachers initially regarding make-up assignments. Students who are absent due to school business will be required to submit assignments by the due date, either electronically or by delivering the assignment to their coach.

For unexcused absences, the student may receive a failing mark in each class period missed. It will be at the teacher's discretion to award full or partial credit with the approval of the Principal.

The Principal shall have the discretion to deny or approve the excused or exempt status of absences depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 7 to 17 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall

include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

Excessive Absenteeism/Truancy. Students who accumulate five (5) unexcused absences in a semester shall be deemed to have "excessive absences/truancy." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. The principal will initiate an informational letter to the parent/guardian of the student at that time informing them of the absence rate, the importance of attendance, and specific actions that need to be taken. Additional letters will be sent to the parent/guardian when the student reaches 7, 10 and 15 absences. When a student accumulates 20 unexcused absences in the school year, then the County Attorney may be notified and legal action may be taken against the parent/guardian.

After 5 unexcused absences	—	1st communication from principal
7 unexcused absences	—	Student may lose 1 credit hour in the class(es) in which they are not in attendance. A meeting may be scheduled to establish a collaborative attendance plan. Participants may include: the student, his/her guardian(s), the Juvenile Services Coordinator, the principal, and the counselor.
10 unexcused absences	—	A meeting may be scheduled to establish a collaborative attendance plan. Participants may include: the student, his/her guardian(s), the Juvenile Services Coordinator, the principal, and the counselor.
15 unexcused absences	—	Referred to the Juvenile Services Coordinator
20 unexcused absences	—	Notification to Kimball County Attorney (legal action may be taken)

Upon the 7th day of unexcused absence, the student may lose course credit (see loss of credit section below). Upon the 10th day of unexcused absence, if the parent/guardian is not cooperating with the school, a meeting will be scheduled to establish a collaborative attendance plan for the student. Upon the 15th absence, the matter will be turned over to the Juvenile Services Coordinator for more intensive intervention.

Upon the 20th unexcused absence, the County Attorney will be notified and legal action may be taken against the parent/guardian.

Other actions stemming from excessive absenteeism/truancy may include:

1. One or more meetings can be held between a school attendance officer, school social worker, or another person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the Principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the Principal shall serve a written notice to the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

Loss of Credit

All students in grades 9-12 will be allowed up to six (6) unexcused absences per semester. After the 6th absence, credit will be deducted as follows:

0-6 days absent -	0 credit deducted per course
7-11 absences -	1 credit deducted per course
12-16 absences -	2 credits deducted per course
17-21 absences -	3 credits deducted per course
22-26 absences -	4 credits deducted per course
26+ absences -	5 credits deducted per course

Credit Recovery Policy

Students who lose credit through excessive absences will be given work to do over the summer that equals the amount of time they missed in class. These assignments will have a due date of August 1st for completion. Failure to complete these assignments can lead to required extra classes during the school year to meet the graduation requirements.

Students who fail one semester with a 65% or higher will be given the opportunity to take credit recovery classes online over the summer. Information for these classes will be given to the student before the end of the school year. Classes will have a finish date of July 31st. Failure to complete or pass the class will result in the student being required to retake the semester in person at KHS the following year. **This option does not apply to math classes. Students will be required to retake math classes the following year.

Students who fail both semesters of a class will be required to retake the class the following year or pay for an approved class with a completion date of July 31st. A list of approved classes can be provided upon request. Transcripts will need to be provided to the school by August 2nd.

Seniors with excessive absences will be given the opportunity to complete assignments before graduation. Seniors who fail a class in the 1st semester will be given a plan to make up that class during the 2nd semester.

Tardiness

Tardy to Class: A tardy is defined as up to five (5) minutes missed at the beginning of a period. Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

Three unexcused tardies in any one semester will count as an unexcused absence in that class. Any subsequent 3 tardies is the equivalent of 1 absence. This will be counted toward the maximum of seven unexcused absences from any given class. If seven unexcued absences are reached, the student may lose credit from that class (see **Loss of Credit** above). The absence will not be counted toward truancy determination. Students may appeal their loss of credit to the district attendance committee.

Leaving School or Class

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office

counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

When students wish to leave the room, they must have an approved pass. Students are not allowed to leave the room during the first 10 minutes of class. If a student is "checking in" before attending an assembly, meeting, etc., the student must be seated in their scheduled classroom until attendance has been taken.

Students will not be allowed to enter class after an absence until an admit slip is issued by the Principal's office. Any work missed must be made up.

Attendance is Required to Participate in Activities

Students must attend school at least half the day on the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. The Principal retains the right to grant participation should extenuating circumstances, such as doctor/dentist appointments and funerals, prevail. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

SCHOLASTIC ACHIEVEMENT

Grading System

Kimball Junior/Senior High School will use the letter grading system as follows:

Letter Grade	Percentage	G.P.A.
A	93 - 100	4.0
B	85 – 92	3.0
C	77 – 84	2.0
D	70 – 76	1.0
F	0 – 69	No Credit

Grading Practices to Support Student Learning

Teachers are expected to utilize the following grading practices to support student learning.

- 70/30 weighted grades: Assessment (70%)/Daily work(30%). Assessments may include formative, summative, or project-based assessments and may be written or oral.
- Minimum Daily Grades: In non-performance classes, teachers will plan and assess an average of 2-3 grades per week, approximately 25 grades per quarter.

- Minimum Number of Assessments in non-performance classes: 3 assessments per quarter.
- Performance Classes: Students are unable to improve unless they participate so these classes may utilize participation grades. Alternatives/additional opportunities to makeup missed performances will be provided to ensure students have the opportunity to demonstrate their learning.

Students will be encouraged to utilize Google Calendar to practice organizational/planning skills.

Homework, Study Hall and Longhorn Time

- **Homework Policy** – All daily assignments must be completed. Homework assignments are not optional for the students (Make-up and re-do work is always acceptable).
- **After School Help** – Teachers are available to students from 4:00 pm to 4:30 pm every day.
- **Late Work Policy** - For excused absences, students will get 1 day for every day absent, to submit work for full credit. If the number of days absent exceeds five, the time frame to submit late work may not exceed 5 days. After this time has expired, the work is considered late. If the absence is for school business, and the work is due on the date of the absence, the work must be submitted by the due date or it will be considered late.

  For work that is late, on the first day the work is considered late, a Missing indicator will be entered into Infinite Campus and the student will be referred to Longhorn Time. If the student attends Longhorn Time and submits the work the next school day, the Missing indicator will be removed and the student will receive a 10% reduction on their graded work. If a student is a 'no show' for Longhorn Time, the Missing indicator will be replaced with a '0'.
- **Study Hall** -Freshmen, Sophomore, Junior and Senior students are assigned to grade level classes during 8th period. Two days a week, students will be given a study hall during that time. The time may be used to meet with other teachers to get help with coursework. Juniors or Seniors meeting the open campus criteria (see Open-Closed Campus section), may choose to leave on designated study hall days.
- **Longhorn Time** - Longhorn Time is an after school program to assist students in successfully completing assignments in a timely manner. The goal of Longhorn Time is to hold students to a high standard by refusing to let them take zeros on their assigned work and to provide extra support for students with failing grades. When students don't turn in a homework assignment on the due date, the teacher who assigned the homework will electronically submit the student for Longhorn Time and verbally communicate directly to the student they have earned Longhorn Time on the same day as the missed due date. When students are not in attendance at school and miss the opportunity to

turn in assignments, the due date of an assignment will be in effect as stated in the absence policy.

General Information:

- Longhorn Time will start at 4:00 pm and students will be dismissed after they have completed their assignment.
- Extra-curricular practices or employment are not excusable reasons for students to miss Longhorn Time.

Student Expectations:

- If a student completes their work before Longhorn Time, they can complete a Longhorn Time sheet and bring it to the library after school.
- Students should request for teachers to sign Longhorn Time Sheets before or after school, not during classtime.
- If a student has an unavoidable conflict, the parent needs to inform the office. In this case, the student will work on their missing assignment(s) over lunch.
- Students who are assigned to Longhorn Time and skip without prior arrangements will earn a '0' for the missing assignment.
- Students who are assigned to Longhorn Time and skip a total of 5 times in a quarter will no longer be referred to Longhorn Time and will earn a '0' for any subsequent missing assignment.
- Students who are referred to Longhorn Time more than 10 times in a quarter will not be referred for the remainder of the quarter. All future missing assignments will earn an automatic '0'.
- Students will get one free pass per semester when they are unable to attend Longhorn Time; however, they are still expected to do the homework assignment and turn it in during the next day of school resulting in a 10% reduction in grade.
- Students are expected to do all assignments and hand in quality work determined by the teacher.
- Students will be responsible for bringing work to Longhorn Time.
- Students who misbehave, are dishonest, or turn in unsatisfactory work will receive a '0' on the missing assignment.
- Students who are unable to attend Longhorn Time due to school business will be expected to attend Longhorn Time the next day, if they don't have their assigned homework completed and handed in to the teacher by the next school day.
- Students will remain in Longhorn Time until the missing work is completed.

Teacher Expectations:

- When a student does not hand in an assignment by the date due, the teacher will assign that student to Longhorn Time. Upon referral, an email will be automatically generated and sent to: the student, the parent, the 8th period teacher, Special Education teacher (if applicable), office staff, and head coach/sponsor (if applicable).
- The teacher who refers a student to Longhorn Time or whose class in which the student is failing will be available until 4:30 pm to work with the student on their missing work, quiz/test retakes, or to help them review material.

Graduation Requirements

In addition to meeting the academic requirements listed below, in order to receive the Kimball Public Schools diploma, students must also attend a minimum of eight (8) semesters of high school, such semester count to begin with the 9th grade of attendance.

English	40 credits – 4 years
Science	30 credits – 3 years (Physical Science & Biology required)
Mathematics	30 credits – 3 years (course content that includes algebraic, geometric, data analysis, and probability concepts)
Social Studies	30 credits – 3 years (Civics/American Government is required)
PE	10 credits – 1 year (9th PE required)
Personal Finance	5 credits
Electives	120 credits
Total	265 Credits

In addition to the course requirements, all senior students must either complete the FAFSA or opt out of completing the FAFSA prior to graduation.

The staff and administration strongly encourage all college-bound students to take four years of all core areas and foreign language.

Special adjustments to the above requirements may be made with administrative approval. For example, if a student has a doctor's note stating that he/she cannot take physical education, another class may be approved as a substitution.

High school credit may be awarded to junior high students enrolled in a high school course. For the purposes of math credit, students will still be required to complete three years of math in high school and must be enrolled in a math class during their junior year. If the student has met the graduation requirements for mathematics prior to their junior year, they will be given elective credit for additional courses.

Only students who have met the prescribed graduation requirements established by the Board of Education will be permitted to participate in commencement exercises. In addition, all financial obligations must be paid and all disciplinary sanctions must be fulfilled prior to commencement exercises.

Promotion and Retention

The professional staff at Kimball Jr/Sr High School will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Student Classification

10th Grade – Two semesters of attendance and a minimum of 60 semester hours.
11th Grade – Four semesters of attendance and a minimum of 120 semester hours.
12th Grade – Six semesters of attendance and a minimum of 180 semester hours.
Graduate – Eight semesters of attendance and a minimum of 240 semester hours.

Promotion and Retention of Junior High Students

A student, who passes with a 70% or above, earns 5 credits per class per semester.

For promotion to the 8th grade, 7th grade students must earn at least fifty (50) credits during the year. Thirty (30) credits must be earned from the "core" classes – English, math, science, or social studies.

For promotion to the 9th grade, 8th grade students must earn at least fifty (50) credits during the year. Thirty (30) credits must be earned from the "core" classes – English, math, science, or social studies.

Students will have the option of coming to summer school and/or completing correspondence classes during the summer at their expense to complete any deficiencies in these requirements. The Principal must approve all correspondence classes ahead of time and must be completed prior to the first day of classes the following school year. **Note:** For math courses, credit recovery must be completed by retaking the course in person. Online courses are not accepted for math credit recovery.

Parent input will be considered, but the Principal has the authority to make the final decision on student promotion/retention.

Schedule Changes

Students needing schedule changes should notify the guidance counselor or principal. The principal or guidance counselor and teachers involved must agree to all schedule changes. However, the principal will make the final decision on all schedule changes. Schedules may not be changed after the first week into a new quarter or semester.

Progress Reports

Student progress can be monitored via Infinite Campus.

Report Cards

Grades are finalized at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. A grade of "I" (incomplete) received at the end of a grading period must be made up within one week or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. An incomplete or grade of "I" will only be given to a student at the end of the quarter if extenuating circumstances, as deemed by the administration, have prevented the student from completing his/her coursework by the end of the quarter. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter. At the end of each quarter, parents and students can access final grades via Infinite Campus.

Parent-Teacher Conferences

Parent-teacher conferences will be held this year at the start of the 1st and and 4th quarters. Refer to the school calendar for the schedule. Conferences with teachers at any other time are possible by calling the school office or contacting a teacher directly via Rooms, their school email account or school phone.

Principal's Merit Roll

The purpose of the principal's merit roll is to recognize those students who demonstrate academic excellence. The merit roll will be determined for 1st and 2nd semesters. Students will be recognized if they meet the following criteria:

1. Minimum 4.0 G.P.A. for the grading period.
2. No failing grades or incompletes.
3. All class grades are figured the same for merit roll status except teacher aide and work experience.

Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. The honor roll will be determined for 1st and 2nd semesters. Students will be recognized if they meet the following criteria:

1. Minimum 3.0 G.P.A. for the grading period.
2. No failing grades or incompletes.
3. All class grades are figured the same for honor roll status except teacher aide and work experience.

Junior and National Honor Society

The National Honor Society(NHYS) and National Junior Honor Society (NJHS) Chapters of Kimball Public Schools are duly chartered and affiliated memberships bestowed upon a student meeting the following guidelines.

Selection for Membership:
Selection for membership is by a faculty council and is based on outstanding scholarship, service, leadership, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities. Candidates become members when inducted at a special ceremony. Either NHS or NJHS members who transfer to another school and bring a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership. NHS and NJHS Members who resign or are dismissed are never again eligible for membership or its benefits.

To be eligible for membership the candidate must have been in attendance at the school the equivalent of one semester. Kimball Public Schools' minimum standard for scholarship shall be a cumulative scholastic average of at least 3.7 (on a 4.0 scale). Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship. The selection of each member to the chapter shall be by a majority vote of the faculty council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the faculty council's deliberations.The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of both NHS and NJHS. The National Association of Secondary School Principals (NASSP) shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

Dismissal from the NHS or NJHS:
The faculty council, in compliance with the rules and regulations of the National Honor Society and the National Junior Honor Society, shall determine the procedure for dismissal. NASSP shall hear no appeals in dismissal cases.

Junior High Sports/PE

Participation in sports for Junior High students at Kimball Public Schools is strictly voluntary. Students participating in a sport are required to attend the full duration of practice with their team. Junior High students not participating in a sport are required to attend a physical education class. When students are not participating in a sport (such as the times of the school year that fall between sport seasons) they are required to attend a physical education class.

VALTS

Kimball Public Schools participates in an alternative education program known as Valley Alternative Learning Transitioning School or VALTS for short. This program is located in the HARMS Center on the campus of WNCC in Scottsbluff. VALTS offers the same basic curriculum as a "mainstream" school but uses alternative delivery methods. Kimball currently has one seat in the VALTS Program.

In order to be considered for VALTS, a student must be a junior or senior, have earned an adequate number of credits to graduate within one year of their classmates, and cannot be on an Individual Education Plan (IEP). Students who are interested and meet the criteria, need to fill out an application packet, have their parent/guardian sign the application, and complete an interview with the building counselor and/or principal. Students will be selected for the VALTS program in accordance with policy. Upon successful completion of the VALTS Program, a student will also earn a Kimball Public Schools diploma. For more information and/or to be considered for the program please contact the Kimball Jr/Sr High School Counselor or Principal.

ACT Test

As an incentive to encourage all students to take the ACT test in the fall of their junior year, the school will provide one free ACT test in the month of October to all juniors.

SCHOOL CLIMATE/CULTURE

Positive Behavior interventions and Supports (PBiS)

Kimball Jr/Sr High School is a PBiS School with the established umbrella goals of Kimball P.R.I.D.E. (perserverance, respect, integrity, discipline and empathy. Various areas of the

school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way.

The Longhorn Way

At the Jr/Sr High School, we recognize students who exhibit the characteristics for which we encourage all of our students to strive. We call these characteristics The Longhorn Way. To earn recognition for The Longhorn Way for the quarter, students need to have all A's and B's, no tardies, no referrals to Longhorn Time, no classroom or office referrals for behavior, and participate in at least one extra curricular activity during the quarter. The Longhorn Way students earn the opportunity to participate in either an activity offsite or a special privilege onsite (e.g., a catered lunch).

COMMUNICATION

Teacher Response Times and Communication

At the Kimball Jr/Sr High School, we value open communication between teachers, students, and families. Effective communication is crucial for the success of our students, and we employ various channels to keep everyone informed.

Teacher Contract Hours

Teachers at Kimball Public Schools work from 7:30 AM to 4:30 PM. During these hours, they are fully engaged in the educational process and committed to the academic and personal growth of their students.

Communication Platforms

We utilize the Kimball Public Schools Apptegy App, specifically the Apptegy Rooms (Rooms) feature, for all school-related communication. Rooms is a comprehensive two-way communication and messaging tool integrated directly with our school's app. This tool streamlines communication between teachers, students, and parents, bringing all conversations into one accessible place.

Response Times

While we understand the importance of timely communication, teachers' schedules are demanding. Therefore, we ask for your understanding regarding response times. Teachers will make every effort to respond to messages within a 24-hour period during contracted school days and hours.

Additional Communication Channels

In addition to Rooms, we employ various communication methods to keep you informed:

- District Calendars
- School Website - www.kpslonghorns.org
- Kimball Public Schools - App
- School Facebook Page
- Email (Mass Emails and Personal Emails)
- Call Alerts
- Phone Calls

Two-Way Communication

Communication is a two-way street, requiring involvement from both parents and the school. We encourage active participation from parents in this process to ensure the success of our students. It's essential to maintain updated contact information, including a working phone number, for emergency purposes. Please refrain from blocking the school's number to ensure seamless communication.

Hearing Both Sides of the Story

In situations where you hear one side of a story regarding events at school, it's important to gather all perspectives. We encourage parents and guardians to hear both their child's account and the school's version of events. Our staff are committed to ongoing communication and providing a complete picture of any situation. Good communication fosters understanding and supports the success of our students.

Thank you for your cooperation and understanding as we work together to create a supportive and communicative learning environment for our students.

STUDENT CONDUCT AND DISICIPLINE POLICIES

Student Conduct and Discipline

Kimball Jr/Sr High School is committed to maintaining a safe, respectful, and productive learning environment where all students have the opportunity to succeed. To support this, all students are expected to behave in a way that supports the educational mission of the school, respects the rights of others, and to contribute positively to the school community.

The purpose of school discipline is not only to correct inappropriate behavior, but also to teach responsibility, self-control, problem-solving, and respect for others. Whenever

appropriate, restorative practices will be used to help students reflect on behavior, repair harm, and restore relationships.

Discipline Overview

Students who violate school rules may be subject to a range of disciplinary actions, including:

- Restorative practices (reflection, projects, behavior contracts)
- Detention or after-school work
- In-school or out-of-school suspension
- Long-term suspension (6–19 school days)
- Expulsion (removal for up to one year, depending on the offense)

When appropriate, restorative practices may be used in place of traditional discipline to help students reflect, repair harm, and improve behavior.

Grounds for Discipline

Students may be disciplined for conduct that disrupts the educational process, endangers safety, or violates the rights of others. This includes but is not limited to:

- Disrespect or refusal to comply with staff directions
- Violence, threats, or bullying
- Theft or damage to property
- Possession or use of drugs, alcohol, tobacco, or weapons
- Sexual misconduct or harassment
- Repeated violations of school rules (including dress code and phone use)
- Truancy or excessive tardiness
- Academic dishonesty (cheating or plagiarism)

Consequences may be applied whether the behavior occurs on school grounds, at school events, or off-campus if it impacts the school environment.

Dress Code Summary

Students should dress appropriately for a school setting. Clothing should not:

- Expose undergarments or excessive skin
- Include offensive or inappropriate graphics or language
- Promote drugs, alcohol, or violence

- Include hats, hoods, or gang-related attire

Students may wear religious or cultural attire unless it interferes with the learning environment. Repeated dress code violations may lead to further discipline.

Due Process

Before serious consequences like suspension or expulsion are issued, students and parents will be informed of the behavior, given an opportunity to respond, and provided with the right to a conference or hearing under the Student Discipline Act.

For a complete explanation of disciplinary procedures, parent/student rights, legal references, and due process please refer to **Board Policy 504.03**, available through the district office or school website.

Harassment and Bullying Policy

It is the policy of Kimball Public Schools that "bullying" type behavior is strongly discouraged. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

1. Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions that may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

2. Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

3. Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

4. Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program—Levels

Purpose: All students have the right to attend Kimball Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

Level I: The guidelines for a Level I placement are listed below.

a. The length of the assignment will be for a minimum of two weeks.

b. The student will report to the office no later than 7:45 a.m. each morning.

c. The student will eat on campus at an assigned table.

d. The student will report to an assigned room at the end of the day, and will remain until 4:15 p.m. This will allow all other students to leave the school grounds in safety.

Level II: The guidelines for this level are listed below.

a. The length of the assignment will be for a minimum of two weeks.

b. The student will report to the office no later than 7:45 a.m. each morning.

c. The student will eat on campus at an assigned table.

d. The student will report to an assigned room at the end of the day, and remain until 4:15 p.m.

e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

Level III: This is a long-term assignment. The guidelines are listed below.

All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

Inappropriate Public Displays of Affection (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Consequences for PDA are listed in the School's Disciplinary Point System.

Academic Integrity (reference School Board Policy 504.03)

Policy Overview

Academic integrity means completing your own work honestly and responsibly. Cheating, plagiarism, and helping others to do so violate our expectations and will result in consequences. These standards ensure fair grading, meaningful learning, and a level playing field for all students.

Definitions

Cheating involves intentionally misrepresenting academic work to earn undeserved credit. This includes, but is not limited to:

- **Tests**
    - Sharing or obtaining test questions in advance
    - Using unauthorized notes or devices during an exam
    - Copying from or sharing answers with others
    - Having someone else take a test on your behalf
    - Falsely claiming illness or emergencies to delay a test
- **Papers & Projects**
    - Submitting someone else's work as your own
    - Reusing a previous assignment without permission
    - Receiving excessive help from others
    - Failing to contribute fairly in a group project
    - Faking a reason to delay submitting work

- **Grade Tampering -** Altering grades in a teacher's gradebook or school records

Plagiarism means presenting someone else's words, ideas, or work (including AI-generated content) as your own without proper citation. This includes:

- Copying text or visuals without credit
- Using purchased, borrowed, or AI-generated content without acknowledgment

Contributing to a violation means helping others cheat or plagiarize, such as:

- Allowing another student to copy your work
- Failing to report known violations

Consequences

1. **Academic Sanctions**
    - **First offense**: Grade of "F" or zero on the assignment; opportunity to redo with a reduced grade, if permitted by the instructor.
    - **Second offense**: Automatic zero with no opportunity to redo.
2. **Parental and Administrative Notification**
    - The teacher will report violations to the Principal, who will notify parents or guardians.
3. **Additional Discipline**
    - Further consequences may include restorative practices, suspension, or expulsion, especially in cases of repeated offenses or serious violations (e.g., grade tampering).

Electronic Devices

To minimize disruptions and maintain a respectful learning environment, personal electronic devices—such as phones, earbuds, headphones, smartwatches, and non-school laptops—are prohibited during the school day, except as provided below.

General Rules

- Electronic devices must be turned off and stored in lockers from **7:50 AM to 3:55 PM**.
- Use is allowed **before and after school** unless restricted by administration.
- Devices may be used **during class only with staff approval** for educational purposes or as part of a documented plan (IEP, 504, etc.).
- Exceptions may be made for urgent family communication with administrative approval.

Prohibited Use Includes:

- Disrupting learning, cheating, harassment, sexting, or violating privacy.
- Engaging in illegal, immoral, or unethical activities.

Consequences

- Misuse may lead to confiscation, suspension, or expulsion.
- Sexting carries mandatory penalties (minimum 1–5 day suspension depending on involvement).
- Law enforcement may be notified for violations involving criminal conduct.

Other Notes:

- The school is **not liable** for lost, stolen, or damaged devices.
- Unclaimed confiscated items will be disposed of after each semester.

Refer to the full district policy 603.17 for detailed language and procedures.

Dating Violence (Board Policy 504.18)

Kimball Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in

an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

E-Hallpass

The school employs an efficient electronic system known as E-Hallpass to manage student requests for leaving the classroom during class time. E-Hallpass ensures a streamlined process for both staff and students. When a student needs to leave the classroom, they can submit a request using their own Chromebook for teacher approval.

To encourage optimal use of passing periods, students are encouraged to take care of restroom breaks, water breaks, and gathering materials for their next class during those designated times. However, students are allowed to leave the classroom for reasons that can typically be handled during passing periods, such as restroom breaks, water breaks, or collecting supplies from lockers, up to a maximum of two times per day.

Please note that only a maximum of five students are permitted to be in the hallway at any given time. As a result, immediate approval for a student's request to leave the classroom may not always be possible due to this limitation.

Vape Detectors

At Kimball Public Schools, student health and safety is of the utmost importance. To discourage the use of harmful and addictive substances, including vaping, the following procedure has been established:

1. Vape sensors have been installed in the restrooms at Kimball Jr/Sr High School to detect the use of vaping devices.
2. When the vaping device detects that vaping is occuring, an email notification will be immediately sent to school administrators.
3. If an administrator is available, they will promptly check the restroom for suspected student(s). If not, camera footage will be reviewed to identify the individuals involved.

4. The suspected student(s) will be asked to meet with an administrator to discuss the incident and review the evidence obtained from the vape detector and camera footage.

5. During the meeting, the student will have the opportunity to provide their perspective and explain their side of the story.

6. The following steps will be taken based on the outcome of the meeting:

   a. If the student admits to vaping and willingly surrenders the vaping device to the administrator or staff member:

   - For a first offense involving nicotine, the student's parents/legal guardians will be notified, and the student will receive 20 points and a Restorative Contract. Law enforcement may be contacted.
   - For a first offense involving THC, the student's parents/legal guardians will be notified, local law authorities will be called, and the student will receive 50 points and a Restorative Contract.
   - For second and subsequent offenses, the student's parents/legal guardians will be notified, law enforcement will be contacted, and the student will receive disciplinary points and a Restorative Contract.

   b. If the student denies vaping:

   - The student will be requested to cooperate by emptying their pockets, removing hoodie/sweatshirt, and shoes to ensure that they are not concealing a vaping device on their person.
   - If there is suspicion that the student may still have a vaping device in an inaccessible area, a metal detection wand may be used.
   - If a vaping device is found on the student, their parents/legal guardians will be contacted, and local law enforcement will be involved, following the City of Kimball Ordinance 133.25.
   - If no vaping device is found, parents/legal guardians will be notified of the incident and its outcome.

Specific Rule Items

The following additional rules will be enforced. Violations may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

c. Food, candy, and drinks are permitted in the classrooms at the discretion of each teacher.

d. Students are expected to bring all books, their charged chromebook, and necessary materials to class. This includes study halls.

e. Assignments for all classes are due as assigned by the teacher.

f. Students are not to operate the mini-blinds or the windows.

g. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung and the teacher has dismissed the class.

h. Students are to be in their seats and ready for class on the tardy bell.

i. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.

j. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

k. Students are to stand back from the entry steps and doors in the mornings before school and at lunch before the bell so that others may pass in and out of the entry doors.

l. Snow handling is prohibited.

Law Violations

If a student engages in behavior that may be illegal or seriously endangers others, school officials may contact law enforcement. This includes suspected felonies, threats to student or staff safety, and other serious misconduct better handled by legal authorities. Routine school misbehavior is generally addressed by school staff.

In such cases, parents or guardians will be notified when appropriate. If a student is removed from school by law enforcement, school officials will make every effort to inform the parent or guardian—unless the student is taken into custody as a victim of suspected child abuse.

For more information, refer to the district's **Student Discipline Policy 504.03**, available on the district website or at the school office.

Disciplinary Point System – 100 Point Maximum

The purpose of the disciplinary point system is to:

1. Improve the educational environment for students, teachers, parents, and staff;
2. Inform students and parents of rules and policies; and
3. Record discipline violations in a systematic way.

Parents and students must be made aware of any violation of school policies and procedures concerning behavior. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive learning environment.

The vehicle used to implement the discipline system is a point system. Each student will begin with zero points at the beginning of the school year. Each discipline action will carry a point value. If 100 points are obtained before the end of the school year, then the student will be recommended for expulsion and due process will be followed. The length of suspension or expulsion will carry over into the next semester/year if the semester or school year ends before the suspension or expulsion has been served. In the event of a semester expulsion, the student will begin the following semester with 50 points.

As an alternative to expulsion, students who have earned 100 points may be placed on a contract to enable them to earn points back. Eligibility for this alternative will be determined by the Principal on a case-by-case basis.

The following categories will be used as a guideline to determine consequences for student misconduct, however, not all behavior can be predicted and/or categorized; therefore, the administration reserves the right to handle situations on an individual basis.

Definitions

Alcohol/Drug Possession - Using and/or the possession of alcohol or illegal drugs is not permitted on school property or at school activities/events. Possession includes even the odor of alcohol on the breath or person of a student and includes the failure of a drug test (school- or non-school-issued).

Detentions – Time during the day (before school, at lunch, or after school) when a student is required to report to a specified area to make up time.

Disruption of School/Class/Assemblies – Examples include yelling, running, persistent talking, horseplay, etc.

Disruptive Objects – Tacks, whistles, rubber bands, etc.

Excessive Profanity/Vulgarity – A stream of profanity and/or gestures that become a major disruption.

Explosives, Fireworks, and Foul Substances – Any article containing an explosive or combustible substance (including fireworks) or foul offensive or injurious substances or compounds with intent to use the same against the person or property of another.

Expulsion – Refer to separate Expulsion section of this handbook.

Expulsion for Possessing a Firearm or Dangerous Weapon – Refer to separate Expulsion section of this handbook.

Students Expelled from Another School – Any student expelled from another school will not be allowed to enroll in Kimball Public Schools until the expulsion period has been enforced/fulfilled from the previous school.

Extortion/Blackmail – The direct attempt to extract money, goods, or favors from another individual through coercion, force, or threats.

False Alarm of Fire – Raising or creating any false alarm of fire in or to any buildings or part of any building structure or property of the school district by any means or manner.

False Call – The act of claiming the name of another person to excuse a student from class or school.

Fighting – The act of quarreling (physical or verbal), which could or does result in bodily contact in or on school property, including any activity under school sponsorship.

Forgery – The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

Gross Misbehavior – Misbehaving that is totally beyond simple inappropriate behavior; overt behavior that threatens property or the safety and well-being or others including the promoting of fighting.

Harassment/Intimidation – Any act or threat by force or verbalization against another person.

Illegal Entry – Forced entry or entry without administrative authorization into a building, room, or school property.

Illegal Explosives – Possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting bodily injury.

Inappropriate Behavior/Gestures – Behavior on school grounds or school activities that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, etc.

Inappropriate Dress – Refer to Pages 49-50 in this handbook.

Indecent Exposure – Exposing yourself in the presence of other people.

Indecent Material – The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

In-School Suspension (ISS) – A disciplinary action whereby a student is separated from class attendance, but is required to be at school. During ISS, students will spend the day in a designated room on campus under adult supervision. Students will be counted absent from their classes for the day. Students will complete work on a Social/Emotional Learning course. This absense will count as an unexcused absence for accumulation purposes toward loss of credit but will not count towards the truancy count. Students will be responsible for any work missed.

Insubordination – Disregard for the authority of staff members and other adult employees.

Intimate Acts – Prolonged public display of affection or inappropriate public physical contact in the school setting or on school property.

Littering – To dump, deposit, place, throw, or leave litter in and upon school property other than in receptacles set aside for such purposes.

Loitering – Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

Long-term Suspension – More than five school days, but less than twenty school days.

Major Theft – Theft of property valued at or over $20.00.

Major Vandalism - Vandalism of property or materials with a value at or over $20.00.

Mandatory Reassignment – Assignment to another educational setting.

Minor Theft - Theft of property valued less than $20.00.

Minor Vandalism – Vandalism of property or materials with a value of less than $20.00.

Misuse of School Materials – Misusing and/or using school materials in an unauthorized manner (shop materials, home economics, food products, etc.). Also, writing or marking on desks, books, lockers, etc.

Physical or Verbal Assault – The act of initiating a violent, (physical or verbal) attack against another student on school property, on a school bus, or at a school event.

Plagiarize – To steal and pass off as one's own work, without crediting the source.

Possession or Illegal Use of a Weapon – The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

Possession/Use of Tobacco – Using and/or the possession of tobacco products (smoking and chewing) is not permitted on school property or at school activities/events.

Profanity – The use of language that is unacceptable to school/community standards.

Public Display of Affection – Refer to page 54 of this handbook.

School Property – This is defined as any building, buildings, and part of any building, structure, land, or property of the Kimball School District.

Sexting - The act of sending sexually explicit messages or photos electronically; primarily between cell phones.

Sexual Harassment – Unwelcom and inappropriate sexual remarks or physical advances.

Short-term Suspension (Out-of-School Suspension or OSS) – Up to and including five (5) school days. During OSS, students will remain at home and will not be permitted on campus. Students will receive zeros for any work missed. The work cannot be made up. This absence will count as an unexcused absence for accumulation purposes toward loss of credit but will not count towards the truancy count.

Spitting – To eject saliva or objects coated with saliva from the mouth.

Theft – The act of acquiring and/or being in possession of the property of another without consent.

Trespass – Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff, or upon being notified to depart from the premises by members of the school staff, refusing or neglecting to depart from said premises.

Truancy – The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

Unauthorized Games in School – Gambling, poker, etc.

Unlawful Intimidation of School Authority – Interfering with administrators, teachers, or other school personnel by force or violence.

Verbal/Physical/Written Threat to Teacher/Staff – Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.

Vulgarity – Defined as offensive, lewd, or obscene.

Reflection Lab

Reflection Lab is a supervised intervention period used to complete restorative activities, reflection assignments, presentations, community service planning, or other behavior-related interventions assigned by administration.

Reflection Lab is separate from Longhorn Time, which is intended primarily for academic support and completion of missing coursework.

A missed Reflection Lab referral without a school approved excuse (i.e., school business) will result in an additional Branching Minds referral by the Dean of Students.

Categories

Category 0 – 0 points (Discipline entered in Branching Minds)

Most classroom behavior concerns will be addressed through progressive restorative interventions before significant disciplinary consequences are assigned. Examples of classroom-managed behaviors may include:

- Disruption of learning
- Excessive talking or off-task behavior
- Failure to follow classroom expectations
- Minor profanity or inappropriate language
- Refusal to participate
- Inappropriate classroom behavior
- Other behaviors that interfere with instruction

Behavior incidents and interventions may be documented in Branching Minds.

Progressive Restorative Process

Level 1- Teacher Conference

- Teacher/student private conference
- Parent contact by teacher

- Documentation in Branching Minds

Level 2- Reflection Activity

- Meeting with Dean of Students
- Reflection activity assigned to be completed in "Reflection Lab." Discussion will follow with the student and Dean of Students.
- Parent notification by teacher
- Documentation in Branching Minds

Level 3- Restorative Project

- Meeting with Dean of Students
- Restorative project assigned during "Reflection Lab." Examples may include reviewing articles or videos, written reflections, goal/plan-setting activities, or a structured paper completed according to a rubric
- Parent meeting scheduled with Dean of Students, student, parent/guardian (s), school counselor, school principal, and/or teachers involved in behavior referrals
- Documentation in Branching Minds

Level 4-Student Presentation

- Meeting with Dean of Students
- Student prepares and presents a lesson related to the behavior. Lesson presentation topics may include respecting property, following directions, appropriate language, school expectations, or positive peer interactions
- Parent notification by Dean of Students
- Documentation in Braching Minds
- Disciplinary points may be assigned

Level 5- Community Service

- Meeting with Dean of Students
- Two-hour supervised community service assignment
- Parent notification by Dean of Students and/or principal
- Documentation in Branching Minds
- Disciplinary points assigned

The administration reserves the right to accelerate consequences when behavior is severe, repeated, threatening, disruptive to school safety, or substantially interferes with the educational environment.

Category N (Nuisance Items) – 5 points

Nuisance items include, but are not limited to: personal stereos, cell phones, laser pointers, airpods, bluetooth devices, etc.

1st Offense – Item confiscated until the end of the day.

2nd Offense – Item confiscated and parent/guardian must come to the school and pick up the item in person.

3rd Offense – Same as 2nd offense.

4th Offense – Student must turn the item into the office upon arriving at school and the item will remain in the office until the end of the day.

Category I – 5 points

- Public display of affection
- Failure to keep locker clean
- Littering
- Profanity/Vulgarity
- Dress code violations
- Minor classroom disruption
- Other minor misconduct

Possible consequences may include parent contact/conference, Reflection Lab assignment, detention.

Category II – 10 points

- Skipping class*
- Academic dishonesty
- Disorderly conduct
- Inappropriate cafeteria behavior
- Leaving school grounds without permission
- Lying
- Misuse of school material and equipment
- Disorderly conduct on school bus
- Refusal to participate in class
- Repeated classroom disruption or repeated noncompliance
- Other moderate misconduct

Possible consequences may include parent contact/conference, Reflection Lab assignment, detention.

Category III – 15 points

- Possession of indecent material and/or "sexting message"
- Disruption of school/class (behavior that interrupts instruction, interferes with the learning environment, or distracts others from learning). Examples may include: excessive talking, yelling, horseplay, repeated interruptions, inappropriate noises, throwing objects, or refusing to stop disruptive behavior after redirection.
- Disruption of assemblies or programs
- Inappropriate behavioral gestures
- Disruptive objects
- Excessive Profanity/Vulgarity (use of inappropriate, offensive, or obscene language inconsistent with school expectations). Minor profanity not directed toward another person may be addressed through restorative classroom interventions. Profanity directed toward a staff member or student in an aggressive or confrontational manner may result in more serious disciplinary consequences.
- Refusal to serve detention and/or skipping detention
- Other

Possible consequences may include: restorative contract, community service, parent conference

Category IV – 20 points

- Possession or use of vape products or tobacco (smoking or chewing) on school grounds
- Careless driving/endangerment
- False Calls
- Forgery of notes
- Minor vandalism
- Minor Theft
- Disrespect/harrassment/intimidation(i.e.,directed profanity, serious insubordination) to staff
- Repeated aggressive behavior
- Other

Possible consequences may include: in-school suspension, out-of-school suspension, restorative contract, community service, parent conference

Category V – 25 points

- Gross misbehavior
- Harassment/Intimidation (verbal, written, physical, or electronic behavior intended to threaten, intimidate, humiliate, or target another individual)
- Major Theft

- Verbal Assault
- Insubordination (a repeated or serious refusal to follow reasonable directions from school staff). Examples may include: refusing repeated directives, leaving an assigned area without permission, openly defying staff authority, or encouraging others not to comply with staff directions.
- Fighting/physical assault/threatening behavior
- Other

Possible consequences may include: out-of-school suspension, law enforcement involvement, restorative contract, recommendation for long-term suspension

Category VI – 30 points

- Indecent exposure
- Intimate acts
- Students who send or encourage another to send a "sexting" message
- Open and persistent defiance of authority
- Vandalism
- Threatening behavior: written, verbal, physical, or electronic threat directed toward a student, to staff members, or school property
- Sexual harassment – verbal
- Other

Possible consequences may include: out-of-school suspension, law enforcement involvement, restorative contract, recommendation for long-term suspension

Category VII – 50 points

- Extortion
- False fire alarm
- Possession of weapon other than firearm (police will be called)
- Alcohol/Drug possession or use (police will be called)
- Possession or use of vape pods/cartridges containing THC (police will be called)
- Physical assault

  1st Offense – 5-day out-of-school suspension/Restorative Contract

  2nd Offense – Recommended Expulsion

Category VIII – 100 points

- Arson
- Bomb threat
- Physical assault on a staff member

- Possession and/or use of explosives
- Use of any instrument as a weapon
- Excessive vandalism
- Possession of a firearm
- Alcohol/Drug selling
- Physical sexual harassment
- Severe or repeated violent behavior
- Other(expellable offenses under Nebraska Law)

Possible consequences may include: recommendation for expulsion, law enforcement involvement, emergency removal from school

STUDENT SUPPORT SERVICES

Special Education

(*See Board Policy 602.05 for Full Details*)

Kimball Public Schools is committed to providing all eligible students with disabilities a free appropriate public education (FAPE) in the least restrictive environment (LRE). Services are designed to meet each student's individual needs and support meaningful educational progress.

Key elements include:

- **Identification & Evaluation**: The district uses a structured process ("Child Find") to locate and evaluate students who may need special education services.
- **Individualized Education Program (IEP)**: Eligible students receive an IEP tailored to their unique needs, developed collaboratively with families and educational staff.
- **Inclusive Education**: Whenever possible, students with disabilities learn alongside peers without disabilities, with appropriate supports.
- **Parent Involvement**: Parents and guardians are valued partners and are informed of their rights and included in all major decisions.
- **Discipline & Safeguards**: Disciplinary actions involving students with disabilities follow special procedures to protect students' rights.
- **Transition Planning**: For students in early intervention or approaching graduation, the district supports smooth transitions into school and adult life.

To learn more or request services, contact your school's special education director or visit the district website to view **Board Policy 602.05**.

Guidance Services

The Kimball Public School District employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts.

Health Services

Refer to Board Policy 502.01 for full details on enrollment-related health requirements.

Student Illness

Students may be sent home for:

- Fever over 100°F, vomiting, diarrhea, unexplained rashes, live head lice, or if the school nurse determines the student poses a health risk or cannot participate meaningfully in class.

- Students with a fever must stay home for at least 24 hours after the fever resolves without medication.

Please keep emergency contact information updated and share relevant health information with the school nurse.

Medication at School

- Medication should be given at home when possible.
- If medication must be taken at school:
    - Parents must submit written consent and physician authorization.
    - Medication must be in original packaging; repackaged medications will not be accepted.
    - Non-prescription medications require parent authorization (Form Med-B).
    - If traveling for a school trip, prescription medication should be kept with a teacher/sponsor.

The school is not liable for medication reactions, choking, or lost/stolen medication. Medications not picked up by an adult on the last day of school will be discarded.

Health Screenings

- Students in grades 7 and 10 receive screenings for vision, hearing, dental health, height, weight, and BMI.

- Additional screenings may occur for students in the Student Assistance Process or if concerns arise.
- Parents may opt out in writing and must submit screening results from a licensed provider by December 1.

Physical & Vision Exams

A physical and vision exam by a licensed provider is required:

- For entry into Kindergarten, 7th grade, or when transferring from out-of-state.
- Parents may opt out with a signed waiver.

Immunizations

All students must show proof of immunization before attending school. Required immunizations include:

- DTP/DTaP, Polio, Hepatitis B, MMR (Measles/Mumps/Rubella), Varicella (chickenpox).
- 7th graders must also receive a Tdap booster.
- Early childhood students have additional requirements (e.g., HiB, pneumococcal).

Exemptions for medical or religious reasons require a signed waiver. Students with waivers may be excluded during outbreaks.

Birth Certificate Requirement

A certified birth certificate must be submitted within 30 days of first enrollment. If unavailable:

- Other documents (passport, hospital records) and a notarized affidavit are accepted.
- Noncompliance may lead to law enforcement referral.

Head Lice Guidelines

- Students with live lice will be sent home. If lice reoccur twice in a semester, the student must be nit-free before returning.
- Students will be rechecked in 7–10 days.
- Families are encouraged to report head lice and will receive treatment instructions.
- Classroom/school-wide checks may be conducted as needed.

DRUGS, ALCOHOL AND TOBACCO

Drug-Free Schools

The District implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations .

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful

possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, nicotine, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.

2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. A preliminary exam will be conducted by trained school staff. The parent/guardian(s)will be contacted following the preliminary exam. If the preliminary exam is completed and it is thought the student may be intoxicated, the student and parent/guardian will be give the option to attend a mandatory meeting following the NE SCIP program, and/or law enforcement will be contacted to further evaluate the student. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.

   The staff memeber responsible for referring the student to the office for possible intoxication will fill out a referral form.

3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention

The Kimball Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

TECHNOLOGY AND INTERNET USE

(Refer to Board Policy 603.08)

Kimball Public Schools provides students access to district technology, email, and the Internet to support education and research. Use of these systems is a **privilege, not a right**, and is governed by Board Policy 603.08, which complies with the **Children's Internet Protection Act (CIPA)** and **Nebraska SOPPA**.

Acceptable Use:

- District technology may only be used for educational purposes aligned with the school's mission.
- All users are expected to act responsibly and follow general school conduct rules.
- Technology is not a public forum; access may be restricted and monitored.

Safety & Privacy:

- Filters and other safeguards block access to obscene, harmful, or inappropriate content.
- Staff monitor student use to protect against cyberbullying, unauthorized access, and disclosure of personal information.
- Students must have **parental permission** before independent Internet use.

Prohibited Activities Include:

- Accessing or sharing obscene or inappropriate material.
- Damaging computers or networks, hacking, or using another person's credentials.
- Violating copyright laws or software licenses.
- Using school devices for personal gain, illegal activity, or commercial purposes.
- Sending offensive messages or engaging in harassment.

Monitoring & Consequences:

- All activity is monitored. Users have **no expectation of privacy**.

- Violations may result in suspension of privileges, disciplinary action, or legal consequences.
- Chromebook Mususe: consequences for Inappropriate Use:

Violation	First Offense	Second Offense	Repeated Offences
Physical damage due to negligence (e.g., dropping, sitting on, throwing)	Parent contact: assessed fine for repair costs	Payment plan initiated if needed	Behavior plan or loss of take-home privileges
Intentional damage, misuse, or tampering with school property	Immediate loss of device use: repair/replacement billed	Parent meeting required	Discipline referral per student code of conduct

Forms & Agreements:
Students, parents, and staff are required to sign an **Acceptable Use Agreement** annually.

STATE AND FEDERAL PROGRAMS

Notice of Nondiscrimination

It is the policy of the school district that all students shall have an opportunity to use all of the programs and services they are eligible for as a means for individual educational growth. The board supports the delivery of the education programs and services to students free from discrimination on the basis of their race, color, religion, sex, disability or national origin. This concept serves as a guide for the board and employees in making decision relating to school district facilities, employment, and selection of educational materials, equipment, curriculum, and regulations affecting the students. Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, shall be directed to the superintendent or his designee.

Designation of Coordinator(s)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Kimball Public Schools, 901 S Nadine, Kimball, NE 69145, (308) 235-2188.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Activities Director
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	High School Counselor
Homeless student laws	Children who are homeless	School Nurse
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Anti-Discrimination, Harassment, and Retaliation

(*Refer to Board Policy 404.03 for full details.*)

Kimball Public Schools is committed to providing a safe and respectful environment for all students and staff—free from discrimination, harassment, and retaliation.

Equal Opportunity & Protected Categories

The district does not tolerate discrimination or harassment based on:

- Race, color, religion, national origin, sex, disability, age, or other legally protected characteristics.
- Harassment includes racial or ethnic slurs, age-based jokes, disability-related remarks, or conduct that creates a hostile or intimidating school or work environment.

Sexual Harassment

Sexual harassment includes:

- Unwelcome advances, inappropriate touching, comments, or jokes of a sexual nature.
- When submission to such conduct is tied to grades, participation, or employment conditions.
- Behavior that disrupts learning or creates an offensive environment.

Reporting a Complaint

- Students or staff should report concerns to a teacher, supervisor, or principal.
- If the concern involves a supervisor/teacher or is not resolved promptly, report to the **Superintendent**.
- If still unresolved, the complaint may be brought to the **Board of Education**.

All reports will be taken seriously and investigated confidentially. Disciplinary action—including suspension, expulsion, or termination—may result based on findings.

No retaliation will be tolerated against anyone reporting in good faith.

Title IX Coordinator:
📍 Jaclyn Burks – 901 South Nadine St., Kimball, NE 69145
📞 (308) 235-4861
📧 jburks@kpslonghorns.org

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.

3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities that are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Notification of Rights Under FERPA

(*See Board Policy 506.07 for full details.*)

The Family Educational Rights and Privacy Act (FERPA) gives parents and eligible students (age 18+) the following rights:

Your Rights

1. **Inspect Records**: You may review your child's education records by submitting a written request to the school principal. Access will be provided within 45 days.
2. **Request Record Changes**: If you believe records are inaccurate or misleading, you may submit a written request for amendment. If denied, you'll be informed of your right to a hearing.
3. **Control Disclosure**: Personally identifiable information cannot be shared without your consent, except where allowed by law (e.g., school officials with a legitimate educational interest or schools in which a student intends to enroll).
4. **File a Complaint**: You may file a FERPA complaint with:
   Office of the Chief Privacy Officer
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202

Directory Information

The district may disclose "directory information" (e.g., name, photo, grade, awards, participation in activities, height/weight for athletes, etc.) unless you opt out in writing.

Parents/guardians may refuse disclosure of directory information by notifying the Superintendent in writing **at any time during the school year**.

The district will not release information that may pose a risk to student safety or well-being (e.g., if a potential recipient is a registered sex offender).

Notice Concerning Disclosure of Student Recruiting Information (See Board Policy 506.08 for further details)

The No Child Left Behind Act of 2001 requires Kimball Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Kimball Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Kimball Public Schools will comply with any such request.

Notice Concerning Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Kimball Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

2. Whether the teacher is teaching under an emergency or provisional teaching certificate.

3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Kimball Public Schools will give timely notice to you if your child has been

assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Student Privacy and Protection **(Refer to Board Policy 506.06)**

Kimball Public Schools is committed to protecting student privacy in accordance with federal and state laws.

Surveys

Parents may inspect any survey created by the U.S. Department of Education or a third party before it is administered to their child. For surveys covering sensitive topics (e.g., political beliefs, mental health, sexual behavior, illegal activity, religious affiliation, or income), the district ensures student privacy and provides parents the right to opt their child out of participation.

Instructional Materials

Parents may inspect instructional materials used in the curriculum upon reasonable request. Requests should be made to the building principal and will be accommodated within five school days when possible.

Physical Exams and Screenings

Parents will be notified and may opt their child out of non-emergency, invasive physical exams or screenings, unless exempt (e.g., vision, hearing, scoliosis screenings, or those required by law).

Collection of Personal Information

The district does not collect, use, or sell students' personal information for marketing. Personal information includes name, address, phone number, and social security number. Exceptions apply to educational services like college recruitment, standardized testing, or school fundraising.

Inspection of Instruments

Parents have the right to inspect instruments used to collect personal information for marketing purposes. Requests should be submitted to the building principal and will be reviewed within five school days.

Annual Notification and Opt-Out Rights

Parents will be notified annually of this policy and informed of the right to opt their child out of applicable surveys, data collection, and physical screenings.

Mental Health Services

Written parental consent is required before a student under age 18 may participate in any mental health assessment or service funded under the Every Student Succeeds Act (ESSA).

BREAKFAST AND LUNCH PROGRAMS (Board Policy 801.01)

The Kimball Public Schools participates in the National School Lunch Program. Both a breakfast and a lunch program are provided at Mary Lynch Elementary and The Junior/Senior High School locations.

The Food Service program is intended to offer wholesome, well-balanced meals which comply with the guidelines set forth by Federal Government (US Department of Agriculture through Food and Nutrition Service) and State Government (Nebraska Department of Education through Nutrition Services).

The Board of Education shall set the price for meals offered in the program, and shall annually review meal prices. The program's goal is to be a self-sufficient program. The program shall have a Food Service Director recruited and hired by the Superintendent of Schools, and will work directly under the Superintendent of Schools. The director of the program shall have the responsibility to recommend staffing and personnel and oversee the total operation of the program to make certain that all guidelines are met.

The Food Service Director shall meet and confer with the building principals and the Superintendent of Schools on a regular basis to plan and ascertain that the program is meeting overall school goals and objectives.

Free and Reduced Priced Meals

A program of Free-Reduced priced meals shall be offered in the district for those students who shall qualify as per the guidelines set for by the government under the direction of the Food and Nutrition program.

Requirements and guidelines under this program shall be strictly adhered to including eligibility requirements, notifications, anonymity of those receiving the meals, and nondiscrimination. Responsibility for this program is under the Food Service Director. Parents/guardians of children who feel their application for Free-Reduced meals has been denied unfairly, may appeal such decision on the part of the Food Service Director directly to the Superintendent of Schools.

Free or Reduced Price Breakfast and Lunch (Board Policy 801.02)

Kimball Public Schools participates in the National School Lunch and School Breakfast Programs and complies with all related federal and state requirements.

Families who may qualify for free or reduced-price meals are encouraged to apply at any time during the school year. Applications are available through the Superintendent's office. Eligibility may change based on financial circumstances.

Families may check their meal balances by means other than online and can pre-pay for meals at no cost. Funds in student meal accounts carry over month-to-month and may be refunded upon request or when a student leaves the district. Unpaid balances may be subject to collection per applicable laws, but the district does not use debt collection agencies or assess fees for school meal debts.

Meal account balances should remain positive. If a balance drops below a set threshold, no extra items may be purchased. Families will be notified of low or negative balances via email, letters, or phone calls. In unresolved cases, the district may pursue small claims or collections.

To protect student confidentiality, no methods of payment will be used that visibly identify a student's eligibility status. This policy is distributed annually to all households and staff involved in its enforcement.

For the full policy, see **Board Policy 801.02**.

Food Service Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence A venue, SW Washington, D.C. 20250-9410 or
(2) Fax: (833) 256-1665 or (202) 690-7442; or
(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

FAMILY AND COMMUNITY ENGAGEMENT

Parental Involvement Policy (refer to Board Policy 1001.02)

Kimball Public Schools encourages strong parent and guardian engagement in their child's education. Parents are welcome and invited to participate in activities such as:

- Parent-teacher conferences
- Classroom visits and school events
- Strategic and topical committees
- Educational seminars and parent recognition nights
- Class trips and volunteer opportunities

Parents and guardians have the right to:

- Access their child's records (under age 18, or with consent after age 18)
- Review curriculum materials and textbooks upon request
- Request their child be excused from specific surveys, instructional activities, or standardized tests they find objectionable
- Monitor classes, assemblies, and other instructional activities with reasonable notice
- Be informed of testing programs and receive individual and school-wide results
- Be notified in advance of any student survey involving sensitive topics such as political beliefs, religion, sexual behavior, mental health, or family relationships

Surveys addressing such topics will include detailed notices to parents at least 15 days in advance and give the opportunity to review and opt their child out. No surveys collecting sexual information may be administered to students in grades K–6.

For complete details or to make a request, contact the building principal.

Homeless Students Policy (Board Policy 502.08)

Students defined by state law, as homeless children, shall be admitted without payment of tuition.

Transportation for homeless students who enroll in the district shall be furnished under the same guidelines applying to other students.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school district selected regardless of residency.

Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services to jointly develop an education program for the child.

ADDITIONAL POLICIES AND PROCEDURES

Multicultural Education Policy **(refer to Board Policy 602.01)**

Kimball Public Schools is committed to providing educational experiences that foster knowledge of and respect for cultural diversity. In accordance with Board Policy 602.01, the district integrates multicultural education throughout the K–12 core curriculum to reflect the histories, cultures, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups.

Key components include:

- Infusing multicultural content into all appropriate subject areas such as language arts, social sciences, sciences, math, and the arts.
- Annual review and reporting to the Board of Education and the Nebraska Department of Education to demonstrate compliance and implementation of multicultural education.
- Ongoing staff development to ensure faculty are equipped to deliver effective multicultural instruction.
- Engagement of local staff and community members in the selection of instructional materials and in the assessment of the district's multicultural efforts.

This approach supports inclusive learning environments and emphasizes human relations and sensitivity toward all people.

Homeschooled Students

Kimball Public Schools recognizes the rights of homeschooled students to participate in certain school programs and activities as provided by Nebraska law.

Extracurricular Activities

Homeschooled students who reside within the district or are otherwise eligible under Nebraska law may participate in extracurricular activities offered by Kimball Public Schools, including activities governed by the Nebraska School Activities Association (NSAA), provided they meet all eligibility requirements established by state law, district policy, activity sponsors, and applicable governing organizations.

To participate in eligible extracurricular activities, homeschooled students must:

- Meet all enrollment requirements established by Nebraska law and district policy;
- Maintain academic eligibility standards required by their homeschool program;
- Comply with all activity, conduct, attendance, training, and participation requirements applicable to enrolled students; and
- Follow all district policies while on school grounds or participating in school-sponsored activities or events.

Participation in extracurricular activities does not constitute enrollment as a full-time student of Kimball Public Schools.

School-Sponsored Events and Student Privileges

Participation rights granted under Nebraska law apply only to eligible extracurricular activities and do not extend to all school-sponsored events, ceremonies, privileges, or activities.

Unless otherwise approved by administration, homeschooled students are not eligible to participate in or receive:

- Graduation ceremonies conducted by Kimball Public Schools;
- A diploma issued by Kimball Public Schools unless all district graduation requirements have been met as an enrolled student;
- Senior recognition activities reserved for graduating Kimball Public Schools students;
- School dances, including Homecoming and Prom, except as an approved guest of an enrolled student in accordance with district dance guest procedures;

- Class trips, incentive trips, field trips, or student travel experiences reserved for enrolled students;
- Student privileges available only to enrolled students.

The district reserves the right to determine eligibility for participation in school-sponsored events and activities not specifically governed by Nebraska law.

School Library Materials and Parent Access

Kimball Public Schools is committed to maintaining transparency regarding materials available in the school library and supporting family involvement in student reading choices.

In accordance with Board Policy 603.19, parents, guardians, and educational decisionmakers may access information regarding books available in the Jr/Sr High School library/media center.

The district maintains a catalog of books available in the school library. Families may review this information through the process or platform designated by the district.

Parents, guardians, and educational decisionmakers may also request to receive notifications when their student checks out a library book. Notifications may include:

- Title of the book
- Author
- Due date for return

Requests to receive library checkout notifications must be submitted through a written request or another process identified by the district.

For purposes of this policy, the school library refers to books maintained in the school library or media center for student circulation. Classroom libraries, instructional materials, digital resources, and outside library systems are not included under this policy.

For more information or to request access to library notifications, please contact the school office or library/media specialist.

Complaint Procedures **(refer to Board Policy 401.18)**

Kimball Public Schools encourages resolution of complaints in a respectful, timely, and constructive manner. A "complaint" refers to a concern or claim about an event, action, or condition that causes distress or dissatisfaction involving school personnel or the district.

Step-by-Step Process:

Level I – Informal Resolution
The individual with a complaint should first request an informal meeting with the involved

staff member. This meeting is arranged by the employee's immediate supervisor, who may or may not be present.

Level II – Formal Complaint Filing
If the issue is not resolved informally, the complainant may complete a formal **Complaint Form – Level II** and submit it to the staff member's supervisor or designated official (e.g., Title IX, ADA coordinator).

- A complaint must be filed within **60 calendar days** of the incident (unless waived by administration).
- The supervisor will meet with the employee within five school days, share the complaint, and request a written **Response Form** from the employee within five more days.
- Both documents are kept in a confidential complaint file.

Level III – Administrative Review
After reviewing the employee's response, the supervisor may conduct further investigation or issue a written decision on an **Action Form**, shared with both parties.

Level IV – Superintendent Appeal
If dissatisfied, the complainant may request an **Appeal Form** to elevate the matter to the Superintendent, who will respond within ten days using **Action Form II** after reviewing the full complaint file.

Level V – Board Review
As a final step, the complainant or respondent may request to be placed on the Board of Education agenda.

- If the issue involves school personnel, the Board will meet in closed session.
- Any board action will follow applicable policy and due process.

Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statue provides that the

"fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Notice of Nondiscrimination

The Kimball Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees and Others: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. tanderson@kpslonghorns.org

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