

Minden Public Schools  
Board of Education  
Board of Education Regular Meeting  
C.L. Jones Middle School  
520 West Third  
Minden, NE 68959  
Monday, June 11, 2018 7:30 PM

1. Roll Call
2. Minutes
3. Public Comment
4. Financial Reports – Action Items
  - 4.a. Consider Financial Reports
5. Old Business – Action Items
  - 5.a. Consider Bills – General Fund
6. Discussion Only
  - 6.a. Report from Superintendent
  - 6.b. Reports from Administrators
  - 6.c. Facilities Report
7. New Business
  - 7.a. Consider, Discuss, and Take Action on Amendments to Policy 5416 Student Fees - 2nd reading
  - 7.b. Consider, Discuss, and Take Action on the Amendments to Policy 3570 ESSA, Policy 4003 Personnel Anti-discrimination, Policy 5401 Student Anti-discrimination, Policy 5101 Student Discipline, Policy 5402 Child Abuse & Neglect, Policy 5403 Married Students, Policy 5418a Homeless Student Policy Forms, Policy 6212 Assessments-Academic Content Standards, Policy 6410 Parent Involvement in Title I Programs, and Policy 8231 Coffee Act Policy - 1st reading
  - 7.c. Consider, Discuss, and Take Action on Adoption of Policy 6213 Reading Instruction & Improvement and Policy 1102 Recording of Others - 1st reading
  - 7.d. Consider, Discuss, and Take Action on the Adoption of the Tri-City Basin Natural Resources District Multi-Jurisdictional Hazard Mitigation Plan Update
  - 7.e. Consider, Discuss, and Take Action on Foreign Exchange Student
  - 7.f. Consider, Discuss, and Take Action on Closing the Employee Benefit Fund
  - 7.g. Consider, Discuss, and Take Action on Designation of Federal Programs Representative -- added 6/5/2018
  - 7.h. Consider, Discuss, and Take Action on Authorization of Superintendent to Dispose of Materials -- added 6/5/2018
  - 7.i. Consider, Discuss, and Take Action on Parent Complaint -- added 6/8/2018
    - 7.i.1. Enter Closed Session
    - 7.i.2. Exit Closed Session
    - 7.i.3. Consider, Discuss, and Take Action on Parent Complaint
8. Additional Information

## 9. Adjournment

**MINDEN PUBLIC SCHOOLS  
BOARD OF EDUCATION  
May 14, 2018**

The agenda for the May 14, 2018 hearing and meeting was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, and the Minden city office. Agendas were mailed to the United States Post Office in Upland and Heartwell. The agenda was posted in the superintendent's office and published in the local paper.

The board meeting began at 7:30 pm with all board members present.

At 7:30 pm, motion by Grams and second by Glanzer to hear support, opposition, criticism and/or suggestions for the reaffirmation of Policy 5416 Student Fees, 6400 Parental Involvement, and 5415 Anti-Bullying. No one present commented. The hearing was closed at 7:31 pm.

Patrick and Cindi Burchell, Katie Dorn, and Katie Sinsel presented public comment.

Motion by Carpenter and second by Glanzer to approve the minutes from the meeting held April 9. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Raun and second by Jacobsen to approve the financial reports. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Glanzer to approve the claims against the General Fund. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Carpenter to reaffirm Policy 5415 Antibullying, Policy 5008 Student Attendance, and Policy 6400 Parental Involvement. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Carpenter and second by Glanzer to approve the first reading of the amendments to Policy 5416 Student Fees. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Rhynalds to approve the 2018-19 capacity limits for Policy 5006 Option Enrollment. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Raun to approve the contract of Jacob McCarthy as the K-3 Physical Education teacher for the 2018-19 school year, pending background check. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Carpenter to approve with regret the resignation of Breanne Martin effective at the end of the 2017-18 school year. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Glanzer to approve the 2018 summer projects up to \$285,000.00. Roll call: Glanzer, aye; Grams, aye; Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Carpenter to approve the fire alarm inspection contract with ProTex Central, Inc. Roll call: Glanzer, aye; Grams, aye; Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Jacobsen to approve the agreement with Sparq Data Solutions for the electronic meeting system. Roll call: Glanzer, aye; Grams, aye; Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Raun to set meal prices beginning in August 2018 as: Breakfast K-12 \$1.70; East Elementary lunch \$2.45; and Middle/High School Lunch \$2.65. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Carpenter and second by Glanzer to approve the amended 2018-19 school calendar. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Jacobsen and second by Glanzer to approve the high school band and vocal trip to Colorado in May 2019. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Carpenter to approve the out-of-state cross country camp trip in July 2018. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Glanzer to approve the proposal from B2 Environmental for consulting services for inspection and demolition of the former high school structure. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Raun and second by Glanzer to approve the contract of Heath Wragge as the 7th Grade Math teacher for the 2018-19 school year, pending background check. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Jacobsen to approve the FCCLA trip to Atlanta, Georgia. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

At 8:39 pm, motion by Grams and second by Rhynalds to enter executive session to discuss classified staff agreements and amendments for the protection of public interest. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

At 8:52 pm, Board exited executive session per Board President action.

Motion by Carpenter and second by Raun to approve the 2018-19 classified staff agreements and amendments. Roll call: Carpenter, aye; Glanzer, abstain; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

At 8:56 pm, a motion was made by Carpenter and second by Glanzer to adjourn the meeting. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

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Secretary, Board of Education

**MINDEN PUBLIC SCHOOLS  
BOARD OF EDUCATION  
May 23, 2018**

The agenda for the May 23, 2018 meeting was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, and the Minden city office. The agenda was posted in the superintendent's office.

The board meeting began at 5:35 pm with all board members present, except Jacobsen.

Jacobsen entered at 5:37 pm.

Discussion was held pertaining to the water remediation work at the new high school building. No action was taken.

At 6:35 pm, a motion was made by Carpenter and second by Glanzer to adjourn the meeting. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

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Secretary, Board of Education

MINDEN PUBLIC SCHOOLS  
TREASURER'S REPORT  
May 31, 2018

SCHOOL BALANCE - April 30, 2018		\$117,732.55
Current Months Receipts		\$2,721,829.19
Transfers from Investments		\$0.00
Total Beginning Balance and Receipts		\$2,839,561.74
Less: Disbursements		\$930,014.75
Transfer to Investments		\$1,750,000.00
Total Disbursements		\$2,680,014.75
SCHOOL BALANCE - May 31, 2018		\$159,546.99
BALANCE PER BANK STATEMENT - May 31, 2018		\$163,235.60
Deposits In Transit		\$0.00
LESS : Outstanding Checks		\$3,688.61
RECONCILED BANK BALANCE - May 31, 2018		\$159,546.99
(Balance - May 31, 2017 = \$179,437.26)		
GENERAL FUND INVESTMENTS		\$3,965,146.15
Money Market Minden Exchange	\$2,734,841.25	0.15% demand
Money Market First Bank	\$1,230,304.90	0.35% demand
(Balance May 31, 2017 = \$3,309,371.20)		
DEPRECIATION FUND INVESTED		\$1,091,749.72
Money Market Minden Exchange Bank	\$18,358.92	0.15% demand
Money Market First Bank	\$529,235.34	0.35% demand
NE Liquid Asset Fund - Depreciation Fund	\$544,154.96	
Checking Minden Exchange Bank	\$0.50	
(Balance May 31, 2017 = \$1,807,350.99)		
EMPLOYEE BENEFITS FUND		\$35,396.80
Money Market First Bank	\$35,396.80	0.15% demand
(Balance May 31, 2017 = \$35,314.34)		
BUILDING FUND		\$3,165,616.03
Money Market Minden Exchange Bank	\$1,381,535.39	0.15% demand
Money Market First Bank	\$57,633.11	0.20% demand
NE Liquid Asset Fund - Building Fund	\$1,726,446.06	
Money Market First Bank - HS Constr. Acct.	\$0.00	0.25% demand
NE Liquid Asset Fund - HS Constr. Acct.	\$0.00	
Checking Minden Exchange Bank	\$1.47	
(Balance May 31, 2017 = \$7,172,432.69)		
BOND FUND		\$2,252,418.56
Money Market Minden Exchange Bank	\$2,252,418.56	0.15% demand
(Balance May 31, 2017 = \$1,202,286.27)		
LUNCH FUND		\$35,465.34
Money Market First Bank	\$4,235.54	0.05% demand
Checking First Bank	\$31,229.80	
(Balance May 31, 2017 = \$85,930.39)		
FUNDS PLEDGED FOR DEPOSITS		
Minden Exchange Bank	\$8,173,337.75	Plus 250M FDIC
First Bank	\$2,910,000.00	Plus 250M FDIC

William Johnson, Treasurer

MINDEN PUBLIC SCHOOLS  
GENERAL FUND  
8/31/2018

BEGINNING BALANCES:	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
PAYROLL	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	-
Checking/outstanding ck	31,081	69,303	113,994	66,178	122,461	112,788	115,594	78,489	117,733	159,547	-	-
Investments MEB	1,264,129	2,114,332	2,039,604	1,389,800	639,916	1,640,068	1,640,257	1,440,445	984,601	2,734,841	-	-
Investments FNB	1,227,802	1,228,054	1,228,315	1,228,567	1,228,828	1,229,089	1,229,325	1,229,586	1,229,939	1,230,305	-	-
County Treasurer												
<b>TOTAL</b>	<b>2,525,012</b>	<b>3,413,689</b>	<b>3,383,913</b>	<b>2,686,545</b>	<b>1,993,205</b>	<b>2,983,945</b>	<b>2,987,176</b>	<b>2,750,520</b>	<b>2,334,273</b>	<b>4,126,693</b>	<b>-</b>	<b>-</b>
RECEIPTS	1,862,556	773,083	108,054	132,143	1,766,789	866,385	612,532	408,955	2,722,243			
remove acct 5500 employee												
Remove acct 5500 lunch												
County Treasurer Change												
	1,862,556	773,083	108,054	132,143	1,766,789	866,385	612,532	408,955	2,722,243	-	-	-
DISBURSEMENTS	973,879	802,858	805,423	825,484	776,049	863,154	849,187	825,202	929,822			
Corrections/Adjustments												
	973,879	802,858	805,423	825,484	776,049	863,154	849,187	825,202	929,822	-	-	-
ENDING BALANCE	3,413,689	3,383,914	2,686,544	1,993,204	2,983,945	2,987,176	2,750,521	2,334,273	4,126,694	4,126,693	-	-
PAYROLL	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000			
CHECKING/outstanding ck	69,303	113,994	66,178	122,461	112,788	115,594	78,489	117,733	159,547			
Investment MEB	2,114,332	2,039,604	1,389,800	639,916	1,640,068	1,640,257	1,440,445	984,601	2,734,841			
INVESTMENTS FNB	1,228,054	1,228,315	1,228,567	1,228,828	1,229,089	1,229,325	1,229,586	1,229,939	1,230,305			
Timing Adjustments												
COUNTY TREASURER												
	3,413,689	3,383,913	2,686,545	1,993,205	2,983,945	2,987,176	2,750,520	2,334,273	4,126,693	-	-	-
DIFFERENCE	-	1	(1)	(1)	-	-	1	-	1	4,126,693	-	-

MINDEN PUBLIC SCHOOLS  
LUNCH FUND  
8/31/2018

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
BEGINNING BALANCES:												
Checking/outstanding ck	61,857	53,108	47,237	37,695	29,299	29,513	25,424	19,173	25,715	31,230	-	-
Investments FNB	7,933	7,933	7,933	7,934	7,934	7,934	7,935	7,935	4,235	4,236	-	-
County Treasurer												
TOTAL	69,790	61,041	55,170	45,629	37,233	37,447	33,359	27,108	29,950	35,466	-	-
RECEIPTS	27,634	34,965	35,680	31,464	32,916	34,614	32,941	36,158	49,304			
remove acct 5500 employee												
Remove acct 5500 lunch												
County Treasurer Change	27,634	34,965	35,680	31,464	32,916	34,614	32,941	36,158	49,304	-	-	-
DISBURSEMENTS	36,382	40,836	45,221	39,861	32,701	38,703	39,192	33,316	43,789			
Corrections/Adjustments	36,382	40,836	45,221	39,861	32,701	38,703	39,192	33,316	43,789	-	-	-
ENDING BALANCE	61,042	55,170	45,629	37,232	37,448	33,358	27,108	29,950	35,465	35,466	-	-
CHECKING/outstanding ck	53,108	47,237	37,695	29,299	29,513	25,424	19,173	25,715	31,230			
INVESTMENTS FNB	7,933	7,933	7,934	7,934	7,934	7,935	7,935	4,235	4,236			
COUNTY TREASURER	61,041	55,170	45,629	37,233	37,447	33,359	27,108	29,950	35,466	-	-	-
DIFFERENCE	1	-	-	(1)	1	(1)	-	-	(1)	35,466	-	-

MINDEN PUBLIC SCHOOLS  
DEPRECIATION FUND  
8/31/2018

BEGINNING BALANCES:	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
Checking/outstanding ck	5,871	5,871	1	1	1	1	1	1	1	1	-	-
Investments MEB	33,733	34,119	26,987	2,706	33,814	28,208	28,212	18,354	18,357	18,359	-	-
Investments FNB	528,159	528,267	528,379	528,488	528,600	528,712	528,814	528,926	529,078	529,235	-	-
NLAF	651,844	592,224	592,608	593,000	543,039	543,168	543,289	544,271	544,036	544,155	-	-
County Treasurer												
TOTAL	1,219,607	1,160,481	1,147,975	1,124,195	1,105,454	1,100,089	1,100,316	1,091,552	1,091,472	1,091,750	-	-
RECEIPTS	492	501	501	376	246	226	1,096	286	279			
remove acct 5500 employee												
Remove acct 5500 lunch												
County Treasurer Change												
	492	501	501	376	246	226	1,096	286	279	-	-	-
DISBURSEMENTS	59,619	13,006	24,283	19,116	5,610	-	9,860	366				
payroll exp see 402-07												
	59,619	13,006	24,283	19,116	5,610	-	9,860	366	-	-	-	-
ENDING BALANCE	1,160,480	1,147,976	1,124,193	1,105,455	1,100,090	1,100,315	1,091,552	1,091,472	1,091,751	1,091,750	-	-
CHECKING/outstanding ck	5,871	1	1	1	1	1	1	1	1			
Investment MEB	34,119	26,987	2,706	33,814	28,208	28,212	18,354	18,357	18,359			
INVESTMENTS FNB	528,267	528,379	528,488	528,600	528,712	528,814	528,926	529,078	529,235			
NLAF	592,224	592,608	593,000	543,039	543,168	543,289	544,271	544,036	544,155			
COUNTY TREASURER												
	1,160,481	1,147,975	1,124,195	1,105,454	1,100,089	1,100,316	1,091,552	1,091,472	1,091,750	-	-	-
DIFFERENCE	(1)	1	(2)	1	1	(1)	-	-	1	1,091,750	-	-

MINDEN PUBLIC SCHOOLS  
EMPLOYEE BENEFITS FUND  
8/31/2018

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
BEGINNING BALANCES:												
Investments FNB	35,337	35,344	35,351	35,359	35,366	35,374	35,380	35,388	35,392	35,397	-	-
County Treasurer												
TOTAL	35,337	35,344	35,351	35,359	35,366	35,374	35,380	35,388	35,392	35,397	-	-
RECEIPTS	7	8	7	8	8	7	8	4	5			
remove acct 5500 employee												
Remove acct 5500 lunch												
County Treasurer Change	7	8	7	8	8	7	8	4	5	-	-	-
DISBURSEMENTS	-	-	-	-	-	-	-	-	-	-	-	-
payroll exp see 402-07												
ENDING BALANCE	35,344	35,352	35,358	35,367	35,374	35,381	35,388	35,392	35,397	35,397	-	-
INVESTMENTS FNB	35,344	35,351	35,359	35,366	35,374	35,380	35,388	35,392	35,397			
COUNTY TREASURER	35,344	35,351	35,359	35,366	35,374	35,380	35,388	35,392	35,397	-	-	-
DIFFERENCE	-	1	(1)	1	-	1	-	-	-	35,397	-	-

MINDEN PUBLIC SCHOOLS  
BUILDING FUND  
8/31/2018

BEGINNING BALANCES:	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
Checking/outstanding ck	1	1	1	1	1	1	1	1	1	1	-	-
Investments MEB	2,788,117	2,844,773	2,868,964	2,801,449	2,235,848	2,211,288	2,219,839	2,295,377	1,322,079	1,381,535	-	-
Investments FNB	57,563	57,569	57,576	57,583	57,590	57,596	57,604	57,614	57,623	57,633	-	-
NLAF BUILD FUND	750,351	750,358	750,366	750,375	750,384	750,396	750,406	750,418	1,726,431	1,726,446	-	-
FNB HS CONSTR	1,290,004	708,387	563,751	495,000	-	-	-	-	-	-	-	-
County Treasurer												
<b>TOTAL</b>	<b>4,886,036</b>	<b>4,361,088</b>	<b>4,240,658</b>	<b>4,104,408</b>	<b>3,043,823</b>	<b>3,019,281</b>	<b>3,027,850</b>	<b>3,103,410</b>	<b>3,106,134</b>	<b>3,165,615</b>	-	-
RECEIPTS	59,218	24,334	2,718	1,049	40,352	11,480	76,485	7,556	59,646			
remove acct 5500 employee												
Remove acct 5500 lunch												
County Treasurer Change												
	59,218	24,334	2,718	1,049	40,352	11,480	76,485	7,556	59,646	-	-	-
DISBURSEMENTS	584,165	144,765	138,970	1,061,632	64,894	2,911	925	4,831	165			
payroll exp see 402-07												
	584,165	144,765	138,970	1,061,632	64,894	2,911	925	4,831	165	-	-	-
<b>ENDING BALANCE</b>	<b>4,361,089</b>	<b>4,240,657</b>	<b>4,104,406</b>	<b>3,043,825</b>	<b>3,019,281</b>	<b>3,027,850</b>	<b>3,103,410</b>	<b>3,106,135</b>	<b>3,165,615</b>	<b>3,165,615</b>	-	-
CHECKING/outstanding ck	1	1	1	1	1	1	1	1	1			
Investment MEB	2,844,773	2,868,964	2,801,449	2,235,848	2,211,288	2,219,839	2,295,377	1,322,079	1,381,535			
INVESTMENTS FNB	57,569	57,576	57,583	57,590	57,596	57,604	57,614	57,623	57,633			
NLAF BUILD FUND	750,358	750,366	750,375	750,384	750,396	750,406	750,418	1,726,431	1,726,446			
FNB HS CONSTR	708,387	563,751	495,000	-	-	-	-	-	-			
COUNTY TREASURER												
	4,361,088	4,240,658	4,104,408	3,043,823	3,019,281	3,027,850	3,103,410	3,106,134	3,165,615	-	-	-
DIFFERENCE	1	(1)	(2)	2	-	-	-	1	-	3,165,615	-	-

MINDEN PUBLIC SCHOOLS  
 BOND FUND  
 8/31/2018

BEGINNING BALANCES:	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
Investments MEB	1,132,314	1,401,453	1,538,789	1,562,552	1,201,334	1,487,546	1,613,479	1,717,905	1,776,326	2,252,419	-	-
County Treasurer	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,132,314</b>	<b>1,401,453</b>	<b>1,538,789</b>	<b>1,562,552</b>	<b>1,201,334</b>	<b>1,487,546</b>	<b>1,613,479</b>	<b>1,717,905</b>	<b>1,776,326</b>	<b>2,252,419</b>	<b>-</b>	<b>-</b>
<b>RECEIPTS</b>	<b>269,139</b>	<b>137,336</b>	<b>23,763</b>	<b>3,958</b>	<b>286,213</b>	<b>125,933</b>	<b>104,426</b>	<b>58,421</b>	<b>476,093</b>			
remove acct 5500 employee												
Remove acct 5500 lunch												
County Treasurer Change												
	269,139	137,336	23,763	3,958	286,213	125,933	104,426	58,421	476,093	-	-	-
<b>DISBURSEMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>365,176</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
payroll exp see 402-07												
	-	-	-	365,176	-	-	-	-	-	-	-	-
<b>ENDING BALANCE</b>	<b>1,401,453</b>	<b>1,538,789</b>	<b>1,562,552</b>	<b>1,201,334</b>	<b>1,487,547</b>	<b>1,613,479</b>	<b>1,717,905</b>	<b>1,776,326</b>	<b>2,252,419</b>	<b>2,252,419</b>	<b>-</b>	<b>-</b>
<b>INVESTMENTS MEB</b>	<b>1,401,453</b>	<b>1,538,789</b>	<b>1,562,552</b>	<b>1,201,334</b>	<b>1,487,546</b>	<b>1,613,479</b>	<b>1,717,905</b>	<b>1,776,326</b>	<b>2,252,419</b>			
<b>COUNTY TREASURER</b>	<b>1,401,453</b>	<b>1,538,789</b>	<b>1,562,552</b>	<b>1,201,334</b>	<b>1,487,546</b>	<b>1,613,479</b>	<b>1,717,905</b>	<b>1,776,326</b>	<b>2,252,419</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DIFFERENCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,252,419</b>	<b>-</b>	<b>-</b>

## 2017/18 Projections vs. Actuals for General Fund May 31, 2018

### Income

2017/18 Budgeted Income = \$10,017,798.02

Month	Projected Income	Actual Income	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$2,010,572.06	\$1,862,556.01	(\$148,016.05)	(\$148,016.05)
October	\$489,870.32	\$773,082.67	\$283,212.35	\$135,196.30
November	\$170,302.57	\$108,054.21	(\$62,248.36)	\$72,947.94
December	\$144,256.29	\$132,143.28	(\$12,113.01)	\$60,834.93
January	\$1,672,972.27	\$1,766,789.38	\$93,817.11	\$154,652.04
February	\$809,438.08	\$866,384.84	\$56,946.76	\$211,598.80
March	\$487,866.76	\$612,531.81	\$124,665.05	\$336,263.85
April	\$445,792.01	\$408,954.54	(\$36,837.47)	\$299,426.38
May	\$2,557,543.83	\$2,722,242.96	\$164,699.13	\$464,125.51
June	\$918,632.08			
July	\$129,229.59			
August	\$181,322.16			

### Cash Flow

Month	Projected Cash Flow	Actual Cash Flow	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$1,060,975.16	\$888,677.24	(\$172,297.92)	(\$172,297.92)
October	(\$350,405.04)	(\$29,775.49)	\$320,629.55	\$148,331.63
November	(\$703,197.97)	(\$697,368.40)	\$5,829.57	\$154,161.20
December	(\$701,377.97)	(\$693,340.32)	\$8,037.65	\$162,198.85
January	\$840,199.36	\$990,740.16	\$150,540.80	\$312,739.65
February	(\$32,980.84)	\$3,230.96	\$36,211.80	\$348,951.45
March	(\$353,480.38)	(\$236,655.31)	\$116,825.07	\$465,776.52
April	(\$404,129.37)	(\$416,247.78)	(\$12,118.41)	\$453,658.11
May	\$1,670,110.15	\$1,792,420.55	\$122,310.40	\$575,968.51
June	(\$15,959.91)			
July	(\$791,429.26)			
August	(\$918,323.93)			

### Expenses

2017/18 Budgeted Expenses = \$10,717,798.02

Month	Projected Expenses	Actual Expenses	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$949,596.90	\$973,878.77	\$24,281.87	\$24,281.87
October	\$840,275.36	\$802,858.16	(\$37,417.20)	(\$13,135.33)
November	\$873,500.54	\$805,422.61	(\$68,077.93)	(\$81,213.26)
December	\$845,634.26	\$825,483.60	(\$20,150.66)	(\$101,363.92)
January	\$832,772.91	\$776,049.22	(\$56,723.69)	(\$158,087.61)
February	\$842,418.92	\$863,153.88	\$20,734.96	(\$137,352.65)
March	\$841,347.14	\$849,187.12	\$7,839.98	(\$129,512.67)
April	\$849,921.38	\$825,202.32	(\$24,719.06)	(\$154,231.73)
May	\$887,433.68	\$929,822.41	\$42,388.73	(\$111,843.00)
June	\$934,591.99			
July	\$920,658.85			
August	\$1,099,646.09			

### General Fund Balance

Beginning Reconciled GF Balance = \$2,523,011.53

Month	Projected GF Balance	Actual Reconciled GF Balance	Over/(Under) Projection
September	\$3,583,986.69	\$3,411,688.77	(\$172,297.92)
October	\$3,233,581.65	\$3,381,913.28	\$148,331.63
November	\$2,530,383.68	\$2,684,544.88	\$154,161.20
December	\$1,829,005.71	\$1,991,204.56	\$162,198.85
January	\$2,669,205.07	\$2,981,944.72	\$312,739.65
February	\$2,636,224.23	\$2,985,175.68	\$348,951.45
March	\$2,282,743.85	\$2,748,520.37	\$465,776.52
April	\$1,878,614.48	\$2,332,272.59	\$453,658.11
May	\$3,548,724.63	\$4,124,693.14	\$575,968.51
June	\$3,532,764.72		
July	\$2,741,335.46		
August	\$1,823,011.53		

# Monthly Board Report All Expenses

Account	Description	Adopted Budgeted	Disbursed	Balance Remaining	Percentage Spent
1-1100	Instructional Supplies & Services	\$349,727.36	\$195,652.58	\$154,074.78	55.94%
1-1100-110	Instructional Salaries & Benefits	\$4,803,833.64	\$4,003,510.40	\$800,323.24	83.34%
1-1125	Academic Intervention Supplies & Service	\$3,500.00	\$1,286.00	\$2,214.00	36.74%
1-1125-110	Academic Intervention Salaries & Benefits	\$127,581.90	\$106,343.80	\$21,238.10	83.35%
1-1200	SPED Supplies & Services	\$95,134.79	\$40,139.51	\$54,995.28	42.19%
1-1200-110	SPED Salaries & Benefits	\$1,175,279.51	\$928,297.84	\$246,981.67	78.99%
1-1291	Preschool Supplies & Services	\$19,300.00	\$4,473.51	\$14,826.49	23.18%
1-1291-110	Preschool Salaries & Benefits	\$25,708.10	\$2,043.48	\$23,664.62	7.95%
1-1310	Gifted Supplies & Services	\$1,670.00	\$550.00	\$1,120.00	32.93%
1-1310-110	Gifted Salaries & Benefits	\$52,753.11	\$36,080.26	\$16,672.85	68.39%
1-2120	Guidance Supplies & Services	\$3,500.00	\$187.25	\$3,312.75	5.35%
1-2120-110	Guidance Salaries & Benefits	\$281,793.79	\$236,135.83	\$45,657.96	83.80%
1-2130	Health Services	\$42,833.68	\$37,542.15	\$5,291.53	87.65%
1-2150	Safety & Security	\$30,000.00	\$5,961.50	\$24,038.50	19.87%
1-2190	Activities Supplies & Services	\$30,000.00	\$13,118.08	\$16,881.92	43.73%
1-2190-110	Activities Salaries & Benefits	\$182,218.50	\$137,283.96	\$44,934.54	75.34%
1-2210	ESU Grant	\$587.64	\$0.00	\$587.64	0.00%
1-2212	Instructional Staff Training	\$0.00	\$635.03	-\$635.03	#DIV/0!
1-2213	School Improvement	\$1,000.00	\$68.13	\$931.87	6.81%
1-2215	Assessment Coordinator Supplies & Service	\$850.00	\$0.00	\$850.00	0.00%
1-2215-110	Assessment Coordinator Salary & Benefits	\$42,439.18	\$35,361.97	\$7,077.21	83.32%
1-2222	Media Center Supplies & Services	\$26,242.25	\$11,488.61	\$14,753.64	43.78%
1-2222-110	Media Center Salaries & Benefits	\$251,992.47	\$201,786.28	\$50,206.19	80.08%
1-2310	Board of Education	\$41,045.63	\$44,541.44	-\$3,495.81	108.52%
1-2320	Executive Administration Supplies & Services	\$10,850.00	\$5,070.07	\$5,779.93	46.73%
1-2320-110	Executive Administration Salaries & Benefits	\$246,666.73	\$204,408.60	\$42,258.13	82.87%
1-2330	District Legal Services	\$20,000.00	\$23,774.50	-\$3,774.50	118.87%
1-2410	Principals Supplies & Services	\$8,875.00	\$1,413.54	\$7,461.46	15.93%
1-2410-110	Principals Salary & Benefits	\$558,266.69	\$470,571.09	\$87,695.60	84.29%
1-2500	Postage & Telephone & internet	\$13,500.00	\$10,991.91	\$2,508.09	81.42%
1-2510	Business Administration	\$135,455.40	\$111,729.05	\$23,726.35	82.48%
1-2520	Non-Pupil Vehicle Fuel & Maintenance	\$20,500.00	\$1,306.85	\$19,193.15	6.37%
1-2610	Custodial Supplies & Services	\$35,000.00	\$25,435.01	\$9,564.99	72.67%
1-2610-110	Custodial Salaries & Benefits	\$317,303.56	\$259,003.41	\$58,300.15	81.63%
1-2615	Utilities	\$326,585.00	\$318,049.77	\$8,535.23	97.39%
1-2620	Maintenance Supplies & Services	\$421,499.99	\$271,182.01	\$150,317.98	64.34%
1-2620-110	Maintenance Salaries & Benefits	\$145,868.13	\$116,734.14	\$29,133.99	80.03%
1-2620-300	Insurance	\$106,238.00	\$97,051.00	\$9,187.00	91.35%
1-2750	Pupil Transportation Supplies & Services	\$169,950.00	\$168,960.86	\$989.14	99.42%
1-2750-110	Pupil Transportation Salaries & Benefits	\$202,009.24	\$152,099.25	\$49,909.99	75.29%
1-3135	High Ability Learners	\$7,600.00	\$7,560.00	\$40.00	99.47%
1-4200	Title I Part A	\$118,278.00	\$89,953.35	\$28,324.65	76.05%
1-4210	Title I Part A Accountability	\$9,170.00	\$8,636.32	\$533.68	94.18%
1-4310	Title II Part A	\$17,934.00	\$10,056.67	\$7,877.33	56.08%
1-4400	Federal Funds	\$169,416.00	\$147,551.07	\$21,864.93	87.09%
1-6000	Summer School	\$9,026.14	\$296.78	\$8,729.36	3.29%
1-8000	Interfund Transfers	\$50,000.00	\$20,000.00	\$30,000.00	40.00%
1-9000	Payroll Reimbursed by Other Funds/Agencies	\$8,814.59	\$6,311.07	\$2,503.52	71.60%
<b>Totals</b>		<b>\$10,717,798.02</b>	<b>\$8,570,633.93</b>	<b>\$2,147,164.09</b>	<b>79.97%</b>

## Lunch Fund Checks and Liabilities

Check Number	Date	Payee	Reason	Amount
EFT	5/9/2018	Sysco - EFT	Commodities	\$ 8,450.10
5327	5/9/2018	Cash-wa Distributing Co.	Commodities	\$ 5,768.37
5328	5/9/2018	Nebraska Food Distribution	Commodities	\$ 4,839.89
5329	5/9/2018	Village Uniform	Kitchen Rag and Apron Service	\$ 195.44
5330	5/9/2018	Roberts Dairy	Milk Products	\$ 3,895.64
5331	5/9/2018	School Nutrition Association	Annual Dues	\$ 150.00
5332	5/9/2018	Mason's Market	Commodities	\$ 92.01
5333	5/9/2018	Dollar General	Lunch Room Supplies	\$ 12.70
5334	5/9/2018	Minden Office Supply	Lunch Room Printer Ink	\$ 83.13
5335	5/9/2018	Minden Middle School	Water	\$ 80.00
5336	5/9/2018	Chesterman Company	Beverages	\$ 82.70
5337	5/9/2018	Cardmember Service	Kitchen Serving Spoons	\$ 22.76
3088	6/12/2018	Blue Cross Blue Shield	Health & Dental Insurance Premiums	\$ 5,577.64
3089	6/12/2018	Madison National Life Insurance Co., Inc.	Employee FEBA - Life Insurance Premiums	\$ 24.53
3089	6/12/2018	Madison National Life Insurance Co., Inc.	EE Life Insurance Premiums	\$ 82.20
3089	6/12/2018	Madison National Life Insurance Co., Inc.	EE Life Insurance Premiums	\$ 26.05
3090	6/12/2018	Minden Public Schools	EE & ER Retirement Contributions	\$ 1,884.56
3090	6/12/2018	Minden Public Schools	Employee FEBA - Medical/Dental	\$ 206.78
3091	6/12/2018	Mps Payroll	EE & ER FICA, Medicare, & Federal Income Tax	\$ 1,692.51
3092	6/12/2018	Mps Payroll NE Income Tax	EE Nebraska Income Tax Withholding	\$ 93.73
3093	6/12/2018	Principal Life Insurance Company	ER Long-Term Disability Premiums	\$ 17.20
<b>Subtotal</b>				<b>\$ 9,605.20</b>
<b>Net Payroll - June 2018</b>				<b>\$ 7,913.07</b>
<b>Total Lunch Fund Disbursements</b>				<b>\$ 17,518.27</b>

## Depreciation Fund Disbursements

Check Number	Date	Payee	Reason	Amount
1070	6/12/2018	Mhs Activities Fund	Plywood for Tool Panels & Table Tops	\$ 235.00
1071	6/12/2018	Stelling Brass & Winds, Inc.	Storage Carts for Band Uniforms	\$ 4,200.00
1072	6/12/2018	Virco	New HS Lunch Room Chairs	\$ 1,437.76
1072	6/12/2018	Virco	New HS Lunch Room Round Tables	\$ 2,075.28
<b>Total Depreciation Fund Disbursements - June 2018</b>				<b>\$ 7,948.04</b>

## Bond Fund Disbursements

Check Number	Date	Payee	Reason	Amount
EFT	6/8/2018	BOK Financial Corporation	2014 Series Bond Semi-Annual Paying Agent Fee	\$ 200.00
EFT	6/8/2018	BOK Financial Corporation	2016 Series Bond Semi-Annual Paying Agent Fee	\$ 200.00
EFT	6/8/2018	BOK Financial Corporation	2017 Series Bond Semi-Annual Paying Agent Fee	\$ 200.00
EFT	6/8/2018	BOK Financial Corporation	2014 Series Bond Held in Escrow (Early Refunding)	\$ (76,625.00)
EFT	6/8/2018	BOK Financial Corporation	2014 Series Bond Interest Payment	\$ 274,225.00
EFT	6/8/2018	BOK Financial Corporation	2016 Series Bond Interest Payment	\$ 90,057.50
EFT	6/8/2018	BOK Financial Corporation	2017 Series Bond Interest Payment	\$ 56,918.75
<b>Total Bond Fund Disbursements - June 2017</b>				<b>\$ 345,176.25</b>

# Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Minden High School

05/01/2018 through 05/31/2018

## Bank Statement Reconciliation Summary

Statement Balance	\$ 285,169.12
- Outstanding checks	\$ 8,768.70
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 276,400.42
+ Investments	\$ 37,000.00
Book Balance	\$ 313,400.42

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/07/2018	35607	Action Piano Services	Piano Tuning	\$ 115.00
06/07/2018	35608	Amazon Capital Services, Inc.	East Library Books	\$ 127.86
06/07/2018	35608	Amazon Capital Services, Inc.	HS English Books	\$ 553.58
06/12/2018	35596	Ameritas Life Insurance Corp.	Ameritas Tsa	\$ 250.00
06/07/2018	35609	Anderson Jewelry	Retirement Plaques	\$ 593.60
06/12/2018	35597	Annuities Service Center	Prudential Tsa	\$ 250.00
06/07/2018	35610	Apple Computer	Inv: 6738668677	\$ 23,520.00
06/07/2018	35611	Aurora Cooperative	Transportation Fuel & Grounds Chemicals	\$ 738.22
06/07/2018	35612	Bauer Built Tire	Van 12V2 Tires	\$ 476.00
06/07/2018	35613	Big John's Ford	Van 12V2 Repair	\$ 224.46
06/07/2018	35614	Bill's Plumbing	Sprinkler Repair Supplies	\$ 5.52
06/07/2018	35615	BIO Corporation	HS Science Supplies	\$ 409.88
06/07/2018	35616	Black Hills Energy	Activity Building Natural Gas	\$ 558.80
06/07/2018	35616	Black Hills Energy	Bus Barn Natural Gas	\$ 64.66
06/07/2018	35616	Black Hills Energy	East Natural Gas	\$ 850.93
06/07/2018	35616	Black Hills Energy	MS & New HS Natural Gas	\$ 1,437.26
06/07/2018	35616	Black Hills Energy	Old HS Natural Gas	\$ 193.87
06/07/2018	35617	Blick Art Materials	Art Supplies	\$ 379.27
06/12/2018	35598	Blue Cross Blue Shield	Dental Insurance	\$ 567.82
06/12/2018	35598	Blue Cross Blue Shield	District Dental Insurance	\$ 156.54
06/12/2018	35598	Blue Cross Blue Shield	District Health Ins 2PT	\$ 28,554.27
06/12/2018	35598	Blue Cross Blue Shield	District Health Ins 9 Mo	\$ 13,368.60
06/12/2018	35598	Blue Cross Blue Shield	District Health Ins FAM	\$ 84,516.18
06/12/2018	35598	Blue Cross Blue Shield	District Health Ins SNG	\$ 6,668.20
06/12/2018	35598	Blue Cross Blue Shield	District Health Ins SPD	\$ 4,388.48
06/12/2018	35598	Blue Cross Blue Shield	Feba Bcbs Dental 2PT	\$ 472.65
06/12/2018	35598	Blue Cross Blue Shield	Feba Bcbs Dental FAM	\$ 1,147.96
06/12/2018	35598	Blue Cross Blue Shield	Feba Bcbs Dental SPD	\$ 121.70
06/12/2018	35598	Blue Cross Blue Shield	Health Insurance	\$ 516.75
06/07/2018	35618	Brown & Saenger, Inc.	Copy Paper	\$ 6,541.62
06/07/2018	35619	Cardmember Service	Interest Charge	\$ 21.35
06/07/2018	35619	Cardmember Service	MS Science Supplies	\$ 30.00
06/07/2018	35620	Centennial Sales, Inc.	Activity & School Nurse Supplies	\$ 604.57
06/07/2018	35621	Centra Chemical Service, Inc.	Grounds Supplies	\$ 524.10
06/07/2018	35622	Central Nebraska Equipment	Powerwasher Repair	\$ 409.40
06/07/2018	35623	Century Link Long Distance	District Long Distance	\$ 21.98
06/07/2018	35624	CenturyLink - Regular Telephone	Bus Barn Telephone	\$ 68.99
06/07/2018	35624	CenturyLink - Regular Telephone	East Telephone	\$ 254.74
06/07/2018	35624	CenturyLink - Regular Telephone	HS Emergency Line Telephone	\$ 164.80
06/07/2018	35624	CenturyLink - Regular Telephone	Preschool Telephone	\$ 50.21
06/07/2018	35625	City Of Minden	Utilities	\$ 21,933.76
06/07/2018	35626	Clearly Communications	Telephone Services	\$ 237.32
06/07/2018	35627	Computer Hardware, Inc.	MS Principal Repair	\$ 99.95
06/07/2018	35628	Conditioned Air Mechanical Systems & Service	East Boiler Replacement	\$ 40,000.00
06/07/2018	35628	Conditioned Air Mechanical Systems & Service	East Boiler Replacement Labor	\$ 35,000.00
06/07/2018	35628	Conditioned Air Mechanical Systems & Service	MS HVAC Repair	\$ 11,804.01
06/07/2018	35629	Cooperative Producers, Inc.	Diesel Fuel	\$ 10,480.52
06/07/2018	35629	Cooperative Producers, Inc.	Gasoline	\$ 1,912.72
06/07/2018	35630	Creative Teaching Press, Inc.	East Resource Supplies	\$ 3.99
06/07/2018	35631	Cyber Acoustics, LLC	MS Computer Supplies	\$ 1,920.00
06/07/2018	35632	DAS State Accounting - Central Finance	Distance Learning Services	\$ 234.93
06/07/2018	35633	Dutton-Lainson Company	Grounds Irrigation Line Repairs	\$ 289.75
06/07/2018	35634	Educational Service Unit #10	School Age Deaf Ed Services	\$ 87.07
06/07/2018	35635	Educational Service Unit #11	3rd Quarter SPED Billing	\$ 5,197.74
06/07/2018	35635	Educational Service Unit #11	Webinar, Gifted, E-Rate Filing Fee & 3rd Qtr Inservice	\$ 4,480.06
06/07/2018	35636	Golden Sower	East & MS Library Books	\$ 26.70
06/07/2018	35637	Hometown Leasing	Copier & Printer Lease	\$ 2,934.53
06/12/2018	35599	Horace Mann Life Insurance Company	Horace Mann Life Insurance	\$ 4,025.00
06/07/2018	35638	IXL Learning	IXL Subscription Renewal	\$ 6,645.00
06/07/2018	35639	Jim's OK Tire Minden, LLC	JD Mower Deck Tire Repair	\$ 23.00

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/07/2018	35639	Jim's OK Tire Minden, LLC	Van 12V2 Tire Mounting	\$ 91.50
06/07/2018	35640	John Deere Financial	JD Mower Repair	\$ 31.01
06/07/2018	35640	John Deere Financial	JD Tractor Repair	\$ 263.32
06/07/2018	35640	John Deere Financial	Sprayer Repair	\$ 246.63
06/07/2018	35641	JW Pepper & Son, Inc.	MS Band Sheet Music	\$ 115.99
06/07/2018	35642	Kearney County Health Services	Pre-School CPR Training	\$ 196.00
06/07/2018	35643	Kearney Quality Sew & Vac., Inc	HS Quilting Machine Repair	\$ 49.99
06/07/2018	35644	Landmark Implement Carquest	Bus 5A Repair	\$ 12.91
06/07/2018	35644	Landmark Implement Carquest	Grounds Supplies	\$ 1.50
06/07/2018	35644	Landmark Implement Carquest	Shop Supplies	\$ 109.45
06/07/2018	35645	Learning Without Tears	Pre-School Workbooks	\$ 272.25
06/12/2018	35600	Madison National Life Insurance Co., Inc.	Feba Life Insurance	\$ 422.07
06/12/2018	35600	Madison National Life Insurance Co., Inc.	Summer Life Ins.	\$ 233.30
06/12/2018	35600	Madison National Life Insurance Co., Inc.	Term Life Policy	\$ 455.30
06/07/2018	35646	Mason's Market	2nd Grade Supplies	\$ 31.60
06/07/2018	35646	Mason's Market	HS Family Consumer Science Supplies	\$ 134.64
06/07/2018	35646	Mason's Market	HS SPED Cooking Supplies	\$ 52.06
06/07/2018	35646	Mason's Market	Kindergarten Supplies	\$ 38.59
06/07/2018	35646	Mason's Market	Water Softener Salt	\$ 156.48
06/07/2018	35647	Mhs Activities Fund	Auditorium Rent Deposit	\$ 150.00
06/07/2018	35648	Midwest 3D Solutions	HS Robotics Curriculum	\$ 600.00
06/07/2018	35649	Minden Courier	Board Postings	\$ 895.85
06/07/2018	EFT	Minden Exchange Bank - EFT	Direct Deposit Fees	\$ 34.75
06/07/2018	35650	Minden Hardware	HS Industrial Arts Electricity Supplies	\$ 84.80
06/07/2018	35650	Minden Hardware	Supplies, Repairs & Maintenance	\$ 744.72
06/07/2018	35651	Minden Lumber & Concrete	Buildings & Grounds Supplies	\$ 57.91
06/07/2018	35652	Minden Office Supply	Bus Barn Supplies	\$ 4.21
06/07/2018	35652	Minden Office Supply	MS Office Supplies	\$ 39.50
06/12/2018	35601	Minden Public Schools	District Court	\$ 1,426.00
06/12/2018	35601	Minden Public Schools	F/b Dependent Care	\$ 90.00
06/12/2018	35601	Minden Public Schools	F/b Medical Dental	\$ 5,748.53
06/12/2018	35601	Minden Public Schools	Increased Retirement Percent	\$ 12,097.47
06/12/2018	35601	Minden Public Schools	NE Retirement	\$ 82,084.23
06/07/2018	35653	Misko Sports, LLC	MS Girls Track Sweatshirts	\$ 680.00
06/07/2018	35654	Mosyle Corporation	MS Software Subscription	\$ 2,090.00
06/12/2018	35602	Mps Payroll	Federal Withholding	\$ 38,437.87
06/12/2018	35602	Mps Payroll	FICA	\$ 60,430.66
06/12/2018	35602	Mps Payroll	Medicare	\$ 14,132.84
06/12/2018	35603	Mps Payroll NE Income Tax	State Withholding - NE	\$ 16,723.10
06/07/2018	35655	Napa Auto Parts	HS Industrial Arts Auto Supplies	\$ 74.69
06/07/2018	35655	Napa Auto Parts	Shop Supplies	\$ 132.05
06/07/2018	35655	Napa Auto Parts	Van 12V1 Maintenance	\$ 131.26
06/07/2018	35655	Napa Auto Parts	Van 5V2 Repair	\$ 261.89
06/07/2018	35656	National Geographic KIDS	East Library Magazine Subscription	\$ 25.00
06/12/2018	35604	New York Life	Ny Life Tsa	\$ 200.00
06/07/2018	35657	Omaha World Herald	Employment Advertising	\$ 2,367.00
06/07/2018	35658	One Source	Background Checks	\$ 66.00
06/12/2018	35605	Pacific Life	Pacific Life	\$ 300.00
06/07/2018	35659	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Construction Legal Fees	\$ 1,760.35
06/07/2018	35659	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Fees	\$ 1,497.00
06/07/2018	35660	Presto-X Company	East Pest Control Services	\$ 40.00
06/07/2018	35660	Presto-X Company	HS Pest Control Services	\$ 37.86
06/07/2018	35660	Presto-X Company	MS Pest Control Services	\$ 43.76
06/12/2018	35606	Principal Life Insurance Company	Long-Term Disability	\$ 1,921.97
06/07/2018	35661	Protex Central, Inc.	HS/MS Alarm Monitoring	\$ 540.00
06/07/2018	35662	Ranger Rick	East Magazine Subscription	\$ 28.95
06/07/2018	35663	Really Good Stuff	East & MS Supplies	\$ 406.84
06/07/2018	35664	REK Enterprises,	Motorized Wheelbarrow Rental	\$ 146.00
06/07/2018	35664	REK Enterprises,	Mower Repair	\$ 145.11
06/07/2018	35665	School Health Corporation	Health & Activities Supplies	\$ 38.85

# Checks For Payment Listing

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Reason</b>	<b>Amount</b>
06/07/2018	35666	School Specialty, Inc.	Pre-School Supplies	\$ 422.32
06/07/2018	35667	Spracklin Chiropractic	Bus Driver Physicals	\$ 180.00
06/07/2018	35668	Truck Center Companies	Bus 97A Repair	\$ 53.72
06/07/2018	35669	U.S. Post Office	Post Office Box Rental	\$ 144.00
06/07/2018	35669	U.S. Post Office	Postage Bulk Mail Permit	\$ 225.00
06/07/2018	35670	Village Uniform	East Mat/Mop Service	\$ 114.40
06/07/2018	35670	Village Uniform	HS Mat & Mop Service	\$ 395.00
06/07/2018	35670	Village Uniform	MS Mat & Mop Service	\$ 260.00
06/07/2018	35671	Woodward's Disposal Service, Inc.	Shredding Service	\$ 52.00
06/07/2018	35672	Woodworker's Supply, Inc.	HS Wood Shop Supplies	\$ 590.60
06/07/2018	35673	Wright Express Fleet Services	Fuel Purchases	\$ 580.55
<b>Subtotal</b>				<b>\$ 579,905.07</b>
<b>Net Payroll - June 2018</b>				<b>\$ 339,820.77</b>
<b>Total General Fund Disbursements - June 2018</b>				<b>\$ 919,725.84</b>

**Secretary** \_\_\_\_\_

## **Superintendent's Report June 2018**

### **Summer Lunch Program**

The summer lunch program has started at East Elementary. It runs on Mondays-Thursdays from 12:00-1:00 and serves children ages 1-21. I would like to thank Shelia Sanford, the Minden Rotary, and the Ministerial Association for organizing the program and volunteers. We would also like to thank Community Action Partnership for paying for the adult meals. So far, we have averaged around 60 meals a day.

### **Policy Updates**

Due to the recent legislative session, there will be several second reading policy revisions and new policies for the board's review.

### **Handbooks**

July is the month we approve the staff, student, and parent handbooks.

# Minden Public Schools, Board of Education Report

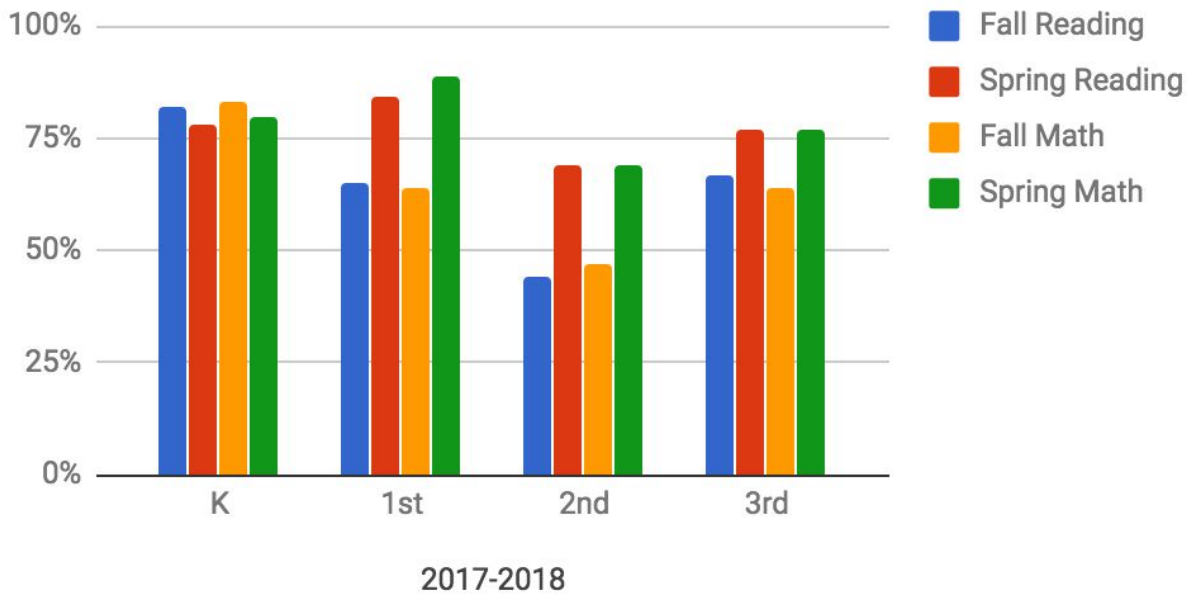
## June, 2018

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The 2017-2018 school year came to a close with many celebrations of success. The Preschool held a graduation in the high school auditorium where parents and guests enjoyed singing entertainment and watched special little ones receive certificates. East Elementary students spent time together on the last day of school with an all school assembly. Students sang and received awards for such accomplishments as integrity and perfect attendance.

During the spring testing session, all students in grades kindergarten through third grade took the measurement of academic progress assessment. Teams collaborated to analyze data results and share information for the upcoming school year during a day full of staffings. The following chart displays progress in the areas of reading and math from the fall testing session to the spring testing session. The left percentage side displays the percentage of students at or above grade level.

### Fall to Spring



StudentsStudent Fees Policy

The Board of Education of Minden Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for

laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District,

which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## CERTIFICATION

On the 13<sup>th</sup> day of May, 2014, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings in compliance with the public meetings laws.

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Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
Neb. Constitution, Article VII, section 1.  
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)  
Neb. Rev. Stat. §79-2,104 (student files or records)  
Neb. Rev. Stat. §79-715 (eye-protective devices)  
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)  
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)  
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: May 13, 2014

**Appendix "1" to Student Fees Policy of  
Minden Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes, shop classes, science classes, and special projects or events	Appropriate clothing (non-specialized attire); goggles – 1 pair provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes, approved protective goggles for science classes.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Band students using school owned instruments will pay for any repairs and yearly summer cleaning. Summer cleaning not exceed \$100.00.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists. Students will be responsible for the replacement cost of damaged or lost supplies.

<sup>1</sup> This listing is a part of the Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the school year.

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class. Drivers' education class \$400
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Prices are determined by the school board and are based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.

Technology and digital devices	Damage fee or replacement cost	If lost or damaged, a replacement fee will be assessed at a rate paid by the school.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>

<b>Athletic Programs</b>		
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for up to \$50.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.

3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	No additional
		Wrestling	No additional
Cheerleading, Dance Team, and Flag Teams	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories		
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$50.00 per club.	
8. Marching Band and Musical	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will	

Groups		be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$40.00 uniform cleaning fee may be requested. For Middle School Band Students are to clean their own uniforms. For High School Vocal students a \$20.00 choir robe cleaning fee may be requested.
<b>Clubs/Organizations</b>		
School sponsored organizations	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Show Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$300.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$300.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$700.00. Camp attendance is optional.

<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$15.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$40.00 per event
3. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$100.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
6. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the cost of the trip is not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or

		administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.
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Adopted: June 11, 2018

Business OperationsESSA

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

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (A) Whether the student's teacher—
    - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - (iii) is teaching in the field of discipline of the certification of the teacher.
  - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
  - (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment;
  - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
  - (A) be involved in the education of their children; and
  - (B) be active participants in assisting their children to—
    - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

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

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

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

Legal Reference: ESSA

Date of Adoption: July 9, 2018

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

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

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

Students: James Widdifield, Superintendent, 543 West Fifth, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.org

Employees and Others: James Widdifield, Superintendent, 543 West Fifth, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.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 Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> 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](mailto:ocr.kansascity@ed.gov).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

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

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere

with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

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

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

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

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

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

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

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

**3. Grievance (or Complaint) Procedures:**

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

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in

the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

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

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

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and

relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

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

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

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

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

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

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

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

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

**5. Training:**

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

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

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

**7. Preventive Measures:**

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

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim

resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.  
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: July 9, 2018

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
  - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to

school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
  3. Expulsion:
    - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
    - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
  - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
  - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
  - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
    - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
    - b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make

temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or

- had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
  15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  16. Willfully violating the behavioral expectations for riding school buses or vehicles.
  17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
  18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year

expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
  - e. Head wear including hats, caps, bandannas, and scarves.

- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
  - (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not

necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
  - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
  - (iv) Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
  - i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

- (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It

includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent’s condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational

environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.
- (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.
- (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or

assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
  - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- E. 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. Students will face the following consequences for IPDA:
- 1. 1st Offense: Student will be confronted and directed to cease.
  - 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. 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 students by that teacher which must be followed.
10. 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.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with

the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Date of Adoption: July 9, 2018

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

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

The Minden Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: James Widdifield, Superintendent, 543 West Fifth, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.org

Employees and Others: James Widdifield, Superintendent, 543 West Fifth, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.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 Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

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

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

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

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

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

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

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

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

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt

and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

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

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

**3. Grievance (or Complaint) Procedures:**

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

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

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

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

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

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

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

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

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

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

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

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board,

designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

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

**5. Training:**

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

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

Date of Adoption: July 9, 2018

StudentsChild Abuse and Neglect

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

Legal Reference: Neb. Rev. Stat. § 28-711  
34 U.S.C. § 20341

Date of Adoption: July 9, 2018

StudentsMarried Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Legal References: Neb. Rev. Stat. §§ 79-2,114 to 79-2,124  
20 U.S.C. § 1681 (Title IX)

Date of Adoption: July 9, 2018

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: (Last Name) (First Name) (M.I.) Birth Date: Grade

Parent/Guardian Name (Last Name) (First Name) (M.I.) Unaccompanied Youth ("Yes" or "No")

Current Address

Telephone Number: (If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
None of the above.

b. How long do you anticipate living in current location?

2. School Most Recently Attended

School: (School Name) (City) (State)

Dates of Attendance: to

Grade level when last attended:

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided :

- English Language Learners (ELL)  Gifted  Vocational Education
- Other \_\_\_\_\_

4. Possible Barriers to Education

- No Birth Certificate  No immunizations or other medical records
- No School Records  Transportation  School Selection
- Other issues/barriers \_\_\_\_\_

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation  Clothing to meet a school requirement  School supplies
- Early childhood program  Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling  Addressing needs related to domestic violence
- Staff professional development/awareness
- Other \_\_\_\_\_

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth: \_\_\_\_\_

b. Reason(s) for Request: \_\_\_\_\_

c. Name of "School of Origin" \_\_\_\_\_

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date \_\_\_\_\_

Has student been withdrawn? \_\_\_\_\_

If so, what was the withdraw date? \_\_\_\_\_

d. Distance from:

i. Residence to the school of origin (miles): \_\_\_\_\_

ii. Residence to the school requested (if not school of origin): \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian or Unaccompanied Youth's signature

\_\_\_\_\_  
Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

**WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT**

Child's Name: \_\_\_\_\_

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

**Homeless student program eligibility:**

- \_\_\_\_\_ Child does not qualify under the homeless student program.
- \_\_\_\_\_ Child qualifies under the homeless student program. This determination was based upon: \_\_\_\_\_

**Placement** (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: \_\_\_\_\_  
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

**Notices:**

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the Nebraska Commissioner of Education  
Nebraska Department of Education  
[matt.blomstedt@nebraska.gov](mailto:matt.blomstedt@nebraska.gov)  
Telephone: (402) 471-5020
- You may seek the assistance of advocates or attorneys.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

Written Notification Form was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: \_\_\_\_\_

Person completing form: \_\_\_\_\_  
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): \_\_\_\_\_

I wish to dispute the following decision: \_\_\_\_\_

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): \_\_\_\_\_

\_\_\_\_\_

Persons who have information to support my position (include contact information):

\_\_\_\_\_

I request that the following action be taken on this dispute: \_\_\_\_\_

\_\_\_\_\_

Parent or Guardian or Unaccompanied Youth's signature

Date

**-----For School Use-----**

Date received by Homeless Coordinator \_\_\_\_\_

**-----Determination of Homeless Coordinator-----**

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

\_\_\_\_\_

Explanation for this determination: \_\_\_\_\_

\_\_\_\_\_

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact:

Nebraska Commissioner of Education  
Nebraska Department of Education  
[matt.blomstedt@nebraska.gov](mailto:matt.blomstedt@nebraska.gov)  
Telephone: (402) 471-5020

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

InstructionAssessments—Academic Content Standards

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

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

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

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

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

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

Date of Adoption: July 9, 2018

InstructionTitle I Parental and Family Engagement Policy

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: July 9, 2018

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

- A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
  2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00.

- D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.
- G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.
- I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204  
Neb. Rev. Stat. §79-546

Date of Adoption: July 9, 2018

Community RelationsRecording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Legal Reference: Neb. Rev. Stat. § 86-290  
Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: July 9, 2018

InstructionReading Instruction and Improvement

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-20 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Intervention Act. A student who is identified as having a reading deficiency pursuant to the Reading Intervention Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

- (a) Be provided to any student identified as having a reading deficiency;
- (b) Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- (c) Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading

program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

(2) The supplemental reading intervention program may also include:

- (a) Reading intervention techniques that are based on scientific research and best practices;
- (b) Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- (c) Intensive intervention using strategies to match the weaknesses identified in the diagnostic assessment:
  - (i) Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
  - (ii) Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
  - (iii) Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- (d) Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- (e) Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant to this Policy. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to this Policy until the student is no longer identified as having a reading deficiency.

Legal Reference: Nebraska Reading Intervention Act

Date of Adoption: July 9, 2018

# MINDEN PUBLIC SCHOOL DISTRICT



## Tri-Basin Natural Resources District Multi-Jurisdictional Hazard Mitigation Plan

2018

**LOCAL PLANNING TEAM**

Table MPS.1 provides the list of participating public members that comprised the Minden Public School District local planning team. Members of the planning team attended Round 1 and Round 2 meetings and provided important information including, but not limited to: confirming demographic information; critical facilities; structural inventory; future development trends; hazard history and impacts; identifying hazards of greatest concern for the public; and prioritization of mitigation actions that address the hazards at risk to the public.

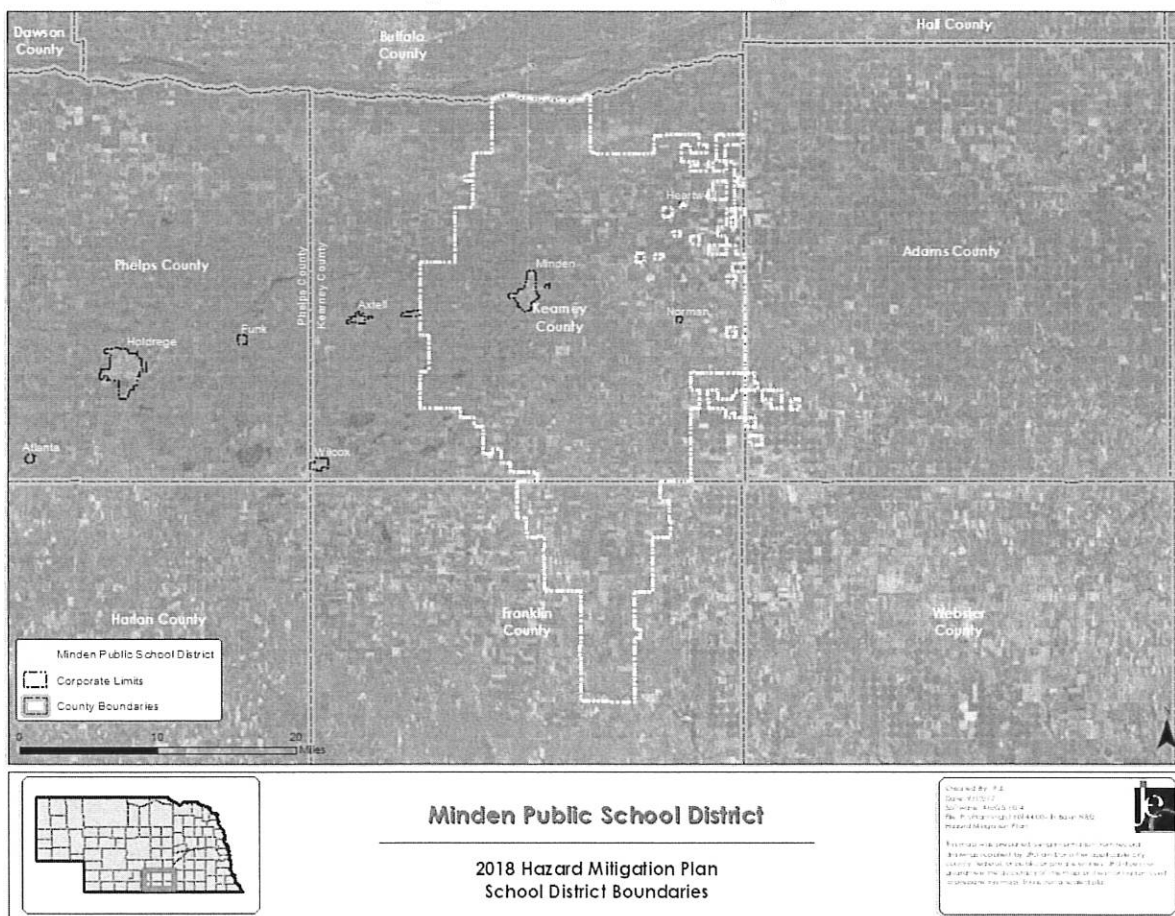
**Table MPS.1: Minden Public Schools Local Planning Team**

Name	Title	Department / Organization
Melissa Wheelock	Superintendent	Minden Public Schools

**LOCATION AND SERVICES**

Minden Public School District operates four schools in the Village of Minden. The school district provides services to students in the Village of Minden, Village of Heartwell, Village of Norman in Kearney County, and the Village of Upland in Franklin County. Minden Public Schools serve both English and Spanish speaking students.

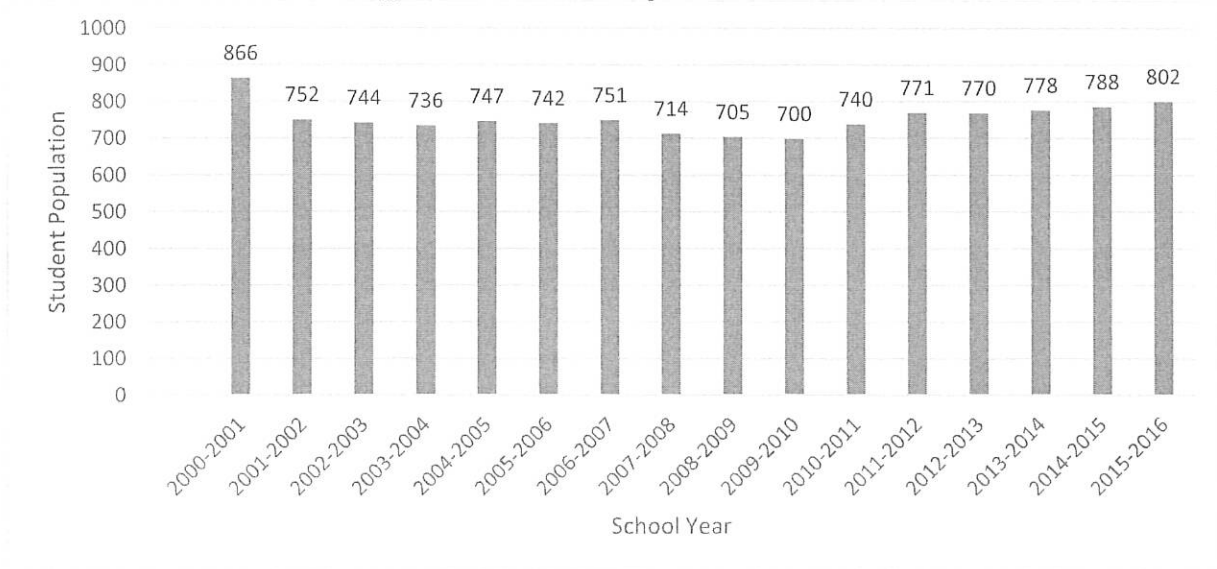
**Figure MPS.1: School District Map**



**DEMOGRAPHICS**

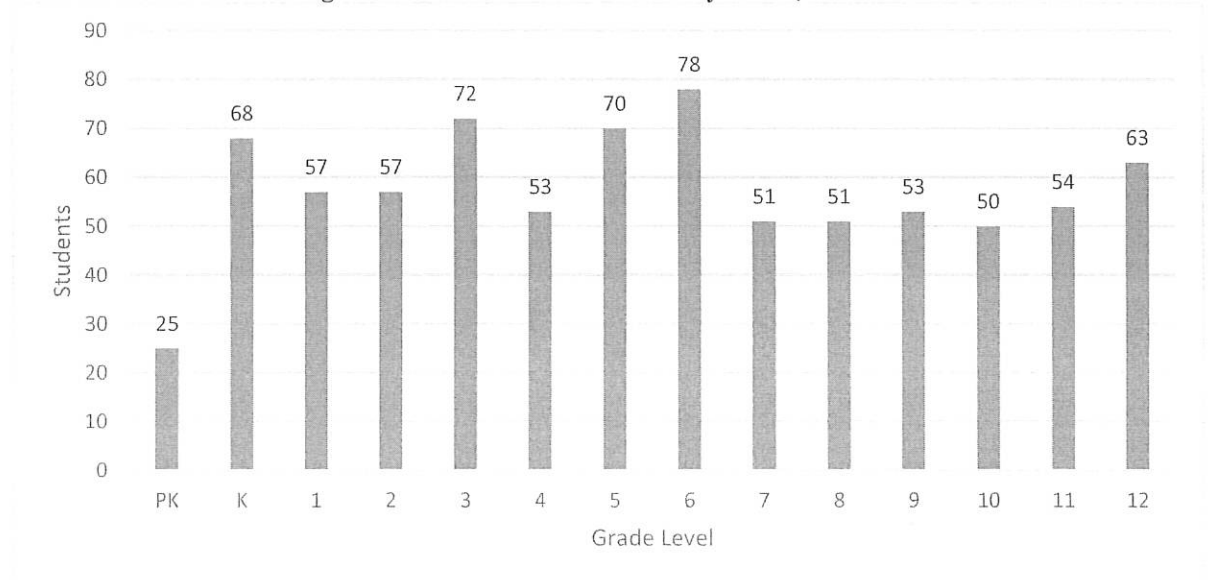
The following figure displays the historical student population trend starting with the 2000-01 school year and ending with the 2015-16 year. It indicates that the student population has been increasing since 2009-10. There are 810 students enrolled in Minden Public Schools.<sup>15</sup> The planning team expects the student population to increase over the next five years.

**Figure MPS.2: Student Population 2001-2016**



Source: Nebraska Department of Education

**Figure MPS.3: Number of Students by Grade, 2015-2016**



Source: Nebraska Department of Education

<sup>15</sup> Nebraska Department of Education. August 2017. "2016-2017 Education Profile for District: Minden Public Schools." <http://nep.education.ne.gov/Districts/Index/50-0503-000?DataYears=20162017>.

The figure above indicates that the largest number of students are in kindergarten, 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades. The lowest population of students are pre-kindergarten. According to the Nebraska Department of Education, 38 percent of students receive either free or reduced priced meals at school. This is lower than the state average at 44%. Additionally, there is nearly 18% of students are in the Special Education Program. Data for English Language Learners for the school district is not available. These particular students may be more vulnerable during a hazardous event than the rest of the student population.

**Table MPS.2: Student Statistics, 2015-2016**

	School District	State of Nebraska
Free/Reduced Priced Meals	38.03%	44.12%
School Mobility Rate	5.91%	11.24%
English Language Learners	N/A	6.09%
Special Education Students	17.89%	14.71%

Source: Nebraska Department of Education<sup>16</sup>

### ***FUTURE DEVELOPMENT TRENDS***

Minden Public Schools District opened a new high school in the fall of 2017. The new facility has a tornado shelter and emergency generators in place. No other new construction or renovations are planned for the next five years.

### ***CRITICAL INFRASTRUCTURE/KEY RESOURCES***

#### ***CHEMICAL STORAGE FIXED SITES***

According to the Tier II System reports submitted to the Nebraska Department of Environmental Quality, there are a total of three chemical storage sites that house hazardous materials in Minden. Some of these facilities may be located near schools.

#### ***CRITICAL FACILITIES***

The school district operates four facilities. These facilities are listed below, along with information indicating the school’s address, number of students and staff, if the facility is used as a shelter during emergencies (i.e. Red Cross Shelter), if the facility is located in the floodplain, and the presence of a tornado safe room and backup power generator.

**Table MPS.3: Critical Facilities**

CF Number	Name	Address	Number of Students	Number of Staff	Red Cross Shelter (Y/N)	Safe Room (Y/N)	Back-up Generator (Y/N)	Located in Floodplain (Y/N)
1	Minden Public School Pre-School	427 Park Ave	30	4	No	Yes	No	No
2	CL Jones Middle School	520 W 3 <sup>rd</sup> St	320	32	Yes	Yes	No	No
3	Minden High School	523 W 3 <sup>rd</sup>	220	30	Yes	Yes	Yes	No
4	Minden East Elementary School	123 N Minden Ave	235	28	Yes	Yes	No	No
5	Bus Barn	622 W 5 <sup>th</sup>	0	0	No	No	No	No

<sup>16</sup> Nebraska Education Profile. “School Report Card.” Accessed August 2017. <http://nep.education.ne.gov/Home/>.

### ***SCHOOL DRILLS AND STAFF TRAINING***

The school district conducts the following drills with their staff and students:

- Fire – monthly
- Tornado – twice a year
- Bus Evacuation – twice a year
- Shelter in Place/Lock Down/Lock Out – yearly
- Utilize standard response protocol – twice a year

The school district conducts regular staff meetings about emergency procedures and provides educational materials to students and families including: student handbooks; website updates; newsletters; and letters. The Chief of Police reviews the districts emergency plans every year and conducts walk-throughs of each building. The Nebraska Department of Education (NDE) conducts annual safety audits of each building. The school district also conducts a self-assessment for NDE and bus evacuations drills with the local hospital. The school district has adopted standard response protocols including secured key fob entries, double entrance doors, emergency generators, and tornado shelter at the new high school.

### ***HISTORICAL OCCURRENCES***

For a table of historical hazard occurrences, please see the Participant Section for Kearney County.

### ***SCHOOL HAZARD PRIORITIZATION***

For an in-depth discussion regarding area wide hazards, please see *Section Four: Risk Assessment*. The following discussion provides specific information reported by the local planning team. Only hazards either identified as a concern to the school district by the local planning team, or based on the occurrence and risk of the hazard to the school district are discussed in detail below.

#### **Drought**

Drought periods can affect the local farming economy and increase food service prices. Long term droughts could indirectly affect school funding due to its connection to land valuation. Severe drought can also have a negative psychological impact on students.<sup>17, 18</sup>

#### **Hail**

The primary concern regarding hail is the potential for property damages. Hail can damage windows in facilities and vehicles, as well as damage rooftop utilities. The school district buildings are insured for hail damage.

#### **Severe Thunderstorms**

Severe thunderstorms can cause power outages, and damage school buildings and HVAC systems. Electronic devices in school buildings are protected by surge protectors. In the event of a power outage, the high school has a backup generator.

#### **Severe Winter Storms**

Severe winter storms have the potential to damage school buildings, cause power outages, hinder transportation routes, and damage trees. The buildings/grounds department is in charge of removing snow for the school district. The district has a skid loader, a pickup with blade, and snow blowers to aid in snow removal. Snow removal resources are sufficient for current needs.

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<sup>17</sup> Kousky, C. 2016. "Impacts of Natural Disasters on Children." Accessed December 2017. <https://files.eric.ed.gov/fulltext/EJ1101425.pdf>.

<sup>18</sup> Vins, H. 2015. "The Mental Health outcomes of Drought." Accessed December 2017. [www.mdpi.com/1660-4601/12/10/13251/pdf](http://www.mdpi.com/1660-4601/12/10/13251/pdf).

**Tornadoes**

Tornadoes have the potential to cause injuries, and significant damages to school property. The school has a cloud-based third-party data backup system for school records. The school district has experienced damage to landscaping and windows from high wind events. The school district has weather radios in each school’s office.

**ADMINISTRATION/CAPABILITY ASSESSMENT**

The school district has one superintendent, three principals and one assistant principal. The school board is made up of a six-member panel.

- Facilities
- Finance Department
- Library/Media Services
- Transportation

Overall Capability	Limited/Moderate/High
Does your community have the financial resources needed to implement mitigation projects?	Moderate
Does your community have the staff/expertise to implement projects?	Moderate
Does your community have the community support to implement projects?	Moderate
Does your community staff have the time to devote to hazard mitigation?	Moderate

**PLAN INTEGRATION**

The school district has a crisis binder that is updated annually by the school district’s safety committee and approved by the school board. This binder addresses several topics including weather related events, abduction, intruder, chemical spills, and communication procedures. The school district regularly conducts a self-assessment safety audit. The NDE also conducts regular safety audits.

**MITIGATION STRATEGY**

**Ongoing and New Mitigation Actions**

Mitigation Action	Backup Generators
Description	Provide portable or stationary source of backup power for critical facilities.
Hazard(s) Addressed	All Hazards
Estimated Cost	\$150,000
Funding	Bond, General Fund
Timeline	2 – 5 years
Priority	Medium
Lead Agency	School Administration
Status	In Progress – generators have been installed at the high school but are still needed at elementary and middle schools.

Mitigation Action	Storm Shelter/Safe Room
Description	Design and construct storm shelters and safe rooms in vulnerable areas.
Hazard(s) Addressed	All Hazards
Estimated Cost	\$500,000
Funding	Bond, General Fund
Timeline	2 – 5 years
Priority	Medium
Lead Agency	School Administration
Status	In Progress – safe rooms/shelters have been installed at the high school but are still needed at elementary and middle schools.

## Minden Public Schools

**WHEREAS**, the Federal Disaster Mitigation Act of 2000 was signed in to law on October 30, 2000, placing new emphasis on state and local mitigation planning for natural hazards and requiring communities to adopt a hazard mitigation action plan to be eligible for pre-disaster and post-disaster federal funding for mitigation purposes; and

**WHEREAS**, a Multi-Jurisdictional Hazard Mitigation Plan was prepared by the Tri-Basin Natural Resources District, with assistance from JEO Consulting Group, Inc. of Lincoln, NE, which includes Minden Public Schools.

**WHEREAS**, the purpose of the mitigation plan was to lessen the effects of disasters by increasing the disaster resistance of the Natural Resources District and participating jurisdictions located within the planning boundary by identifying the hazards that affect Minden Public Schools and prioritize mitigation strategies to reduce potential loss of life and property damage from those hazards, and

**WHEREAS**, FEMA regulations require documentation that the plan has been formally adopted by the governing body of Minden Public Schools in the form of a resolution and further requesting approval of the plan at the Federal Level; and

**NOW, THEREFORE**, the governing body of Minden Public Schools does herewith adopt the Tri-Basin Natural Resources District Multi-Jurisdictional Hazard Mitigation Plan Update in its entirety; and

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Superintendent

ATTEST:  
  
\_\_\_\_\_