

Board of Education Regular Meeting
Monday, July 13, 2020 6:00 PM Mountain
Dundy County Stratton High School
400 9th Avenue West
Benkelman, Nebraska 69021

1. Opening Procedures-Meeting will be held in the Commons Area

Procedural Item

A. Call to order

Action Item

B. Roll Call

Action Item

C. Pledge of Allegiance

Procedural Item

2. Open meetings law

Action Item

1. The Board of Education reserves the right to enter into Closed/Executive Session for 1) the protection of public interest or 2) the prevention of needless injury to

the reputation of an individual, and the individual has not requested a public meeting. When making a motion to enter into Closed/Executive Session, the member making such a request should be as specific as possible keeping the previously listed stipulation in consideration.

2. If the Board is in agreement, a motion maybe to enter into Closed/Executive Session to 1) discuss a personnel matter, or 2) for the prevention of needless injury to the reputation of the individual, or 3) to discuss litigation and for the protection of the public interest.
 3. Action concerning matters discussed in Closed/Executive Session will be acted upon in open session
- 3.

4. Awards and Recognitions

Action Item

Val Woods will be recognized for her 31 years of service to the district.

5. Public comment

Information Item

6. Welcome to the Dundy County Stratton Public Schools Board of Education Meeting. The Board welcomes citizens to attend board meetings to become acquainted with the programs and operations of the district. Members of the public are also encouraged to share their ideas and opinions with the Board during the agenda item labeled “Public Items”. Comments or questions from the audience at any other time during the meeting except for the agenda item “Public Items” will out of necessity be declared out of order.
7. The Nebraska Open Meetings Act prevents the board from speaking to a matter that is not on the agenda. Please understand that the board may be unable to address your issue during the meeting. It is not permissible for the board to comment on items not listed for the protection of the public’s right to know and participate in the discussion of items that do come before the board and stated appropriately in the meeting agenda.
8. During this agenda item “Public Items” we ask that you abide by the following rules:
9. **Public Comment Protocol and Procedures**
 4. Anyone wishing to speak to the board on specific agenda items or on other topics relevant to board business must complete a Public Comment Request Card and submit it to the Board President prior to the opening of the meeting. The public will only be recognized and their comments heard at Item “Public Items” on the

board agenda. The total time allotted for the public comment will not exceed thirty minutes and each member of the public will be allotted not more than five minutes to address the Board. If a group wishes to speak, please designate one spokesperson for the group.

5. Please state your name and the topic you are addressing before you begin.
6. Speakers are asked to direct their questions and comments to the chair. A member of the Board of Education or the Superintendent may direct clarifying questions to the chair, but the board will not under any circumstance enter into a debate with any the member of the public.
7. Speakers may offer objective criticism of district operations and programs, but the Board would encourage members of the public to address complaints concerning individual district personnel through the proper chain of command. The chair may direct the member of the public to the appropriate means to address concerns brought before the Board; however, the board will not respond with action but will take comments under advisement and direct the comments to the appropriate staff member to address outside of the board meeting.
8. Please remember that is a public meeting for the conduct of business of the Dundy County Stratton Public School District. Offensive language, personal attacks and hostile conduct will not be tolerated. You should further be advised that there is no legal protection for any comments that are made.
9. As stated in **NEB. REV. STAT. § 79-570 Class I, II, III, IV, or VI school district; president; meetings; maintenance of order.**
10. If any district meeting of a Class I, II, III, IV, or VI school district any person conducts himself or herself in a disorderly manner and persists in such conduct after notice by the president or person presiding, the president or person presiding may order such person to withdraw from the meeting and, if the person refuses, may order any person or persons to take such person into custody until the meeting is adjourned.
10. As stated in **NEB. REV. STAT. § 79-571 Class I, II, III, IV, or VI school district; meetings; disorderly conduct; penalty.**
11. Any person who refuses to withdraw from such meeting on being so ordered as provided in section 79-570 or who willfully disturbs such meeting shall be guilty of a Class V misdemeanor.
- 12.

13. Consent Agenda

Consent Agenda

14. Motion to approve the consent agenda as presented. Passed with a motion by Shad Stamm and a second by Nick Ladenburger.

15. Brad Baney: 16. Yea

17. Jason Frederick: 18. Yea

19. Steve Guernsey: 20. Yea

21. Craig Kerchal: 22. Yea

23. Nick Ladenburger: 24. Yea

25. Kent Lorens: 26. Yea

27. Toby Marlin: 28. Yea

29. Shad Stamm: 30. Yea

31.

A. Verification of publication and notice

Consent Item

To verify that notice of the meeting was given by publication in the Benkelman Post, a legal newspaper for Dundy County Stratton and by written notice to each member of the board, the designated method of giving notice

B. Approval of the minutes

Consent Item

Board of Education Regular Meeting
Dundy County Stratton Public School
Benkelman NE 69021

The Dundy County Stratton Board of Education met on Monday, June 8, 2020 at Dundy County Stratton High School.

President Baney called the meeting to order at 6:02 PM.

Attendance Taken at 6:02 PM. Brad Baney: Present, Jason Frederick: Present, Steve Guernsey: Present, Craig Kerchal: Absent, Nick Ladenburger: Present, Kent Lorens: Present, Toby Marlin: Present, Sandy Noffsinger: Present, Shad Stamm: Present. Present: 8, Absent: 1. Attendance Update Taken at 6:09 PM. Craig Kerchal: Present. Present: 9.

Others present:

Jim Kent, Superintendent

Rick Haney, Superintendent Elect

Mike Rotherham, Elementary Principal

Stacey Waters, Recording Secretary/Business Manager

Nickole Sis, Pam Reichert, Amy M. Haines, Tish Burrell, Jilene Chivell Griffiths

President Baney stated that the board follows the Open Meetings Act Guidelines which are located in the meeting room. The Board of Education may enter closed session during the meeting when it determines that doing so is appropriate and is authorized by the provisions of the Open Meeting Act.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Awards and Recognitions

Stamm recognized and thanked Mrs. Fox and other faculty members who made the senior tribute video. He also thanked those who coordinated the senior cruise night.

Baney presented a plaque to Superintendent Kent and thanked him for his 31 years of service to the district.

Public comment. The board received public comment regarding graduation and lots in Stratton.

Consent Agenda

Motion to approve the consent agenda passed with a motion by Stamm and a second by Noffsinger. The consent agenda includes the verification of notice of the meeting by publication in the Benkelman Post & News Chronicle, a legal newspaper for Dundy County and to each member of the board, the approval of the minutes from the May 11, 2020 meeting, the approval of the bills as presented in the amount of \$427,756.77 from the general fund; \$36,020.00 from the depreciation fund; \$1,998.69 from the activity fund; and \$22,190.12 from the nutrition fund, to authorize Rick Haney, Superintendent, to conduct business on behalf of the district, to appoint Rick Haney, Superintendent, as non-discrimination officer, to designate Rick Haney, Superintendent, as State and Federal Programs coordinator for the district, and to approve the school nutrition fund budget amendment. Baney: Yea, Frederick: Yea, Guernsey: Yea, Kerchal: Yea, Ladenburger: Yea, Lorens: Yea, Marlin: Yea, Noffsinger: Yea, Stamm: Yea. Yea: 9, Nay: 0.

Financial Report

Superintendent Kent presented the financial status of the district. He reported expenses are up slightly, income is good, fund balances are healthy. He asked the board to start thinking about next

year's budget.

Motion to approve the financial reports passed with a motion by Lorens and a second by Guernsey. Baney: Yea, Frederick: Yea, Guernsey: Yea, Kerchal: Yea, Ladenburger: Yea, Lorens: Yea, Marlin: Yea, Noffsinger: Yea, Stamm: Yea. Yea: 9, Nay: 0.

Legislation

Legislature reconvenes July 21. Property Tax relief will be discussed. Stamm reported on the committee he serves on. He also reported on potential legislation.

Sale of lots in Stratton

Superintendent Kent reported that the board has discussed selling the lots previously, the school district does not use the lots.

Motion to start the process to sell the lots across the gym in Stratton passed with a motion by Kerchal and a second by Lorens. Baney: Yea, Frederick: Yea, Guernsey: Yea, Kerchal: Yea, Ladenburger: Yea, Lorens: Yea, Marlin: Yea, Noffsinger: Yea, Stamm: Yea. Yea: 9, Nay: 0.

Discuss consider and take all necessary action regarding Graduation 2020

Motion to hold graduation on June 27 at 9:00 AM MT passed with a motion by Stamm and a second by Kerchal. Baney: Yea, Frederick: Yea, Guernsey: Yea, Kerchal: Yea, Ladenburger: Yea, Lorens: Yea, Marlin: Yea, Noffsinger: Yea, Stamm: Yea. Yea: 9, Nay: 0.

Reports

NASB Report. Noffsinger discussed a survey and that the state convention is still planned for November. The following reports were presented in written form: transportation report.

Adjourn

Motion to adjourn at 7:11 PM passed with a motion by Ladenburger and a second by Stamm. Baney: Yea, Frederick: Yea, Guernsey: Yea, Kerchal: Yea, Ladenburger: Yea, Lorens: Yea, Marlin: Yea, Noffsinger: Yea, Stamm: Yea. Yea: 9, Nay: 0.



Toby Marlin, Secretary

C. Payment of the bills

Consent Item

General Fund Authorization July 2020

Accelerated Receivables Solutions	Payroll	203.98
AFLAC	Payroll	2,313.85
Colonial Life	Payroll	341.94
Dundy County School Cafe Plan	Payroll	687.33
Dundy County Stratton Schools	Payroll	30.00
EFTPS	Payroll	53,535.32
Healthplan Services, Inc	Payroll	588.90
LegalShield	Payroll	117.55
MG Trust Company	Payroll	5,620.00
Nebraska Dept of Revenue	Payroll	7,818.47
Nebraska School Retirement System	Payroll	46,817.19
Principal Life Insurance Co	Payroll	929.95
Blue Cross-Blue Shield	Payroll	59,628.47
Net Payroll	Payroll	168,655.95
RPAC	ACT Medals	12.40
NDOL	Boiler Inspection	315.00
ACCO Brands USA LLC dbs GBC	Supplies	43.11
Awards Unlimited, Inc	Plaque-Commons	54.88
Black Hills Energy	Gas	617.46
BWTELCOM	Phone	473.07
Castillo, Robert	CDL Renewal	63.50
City Of Benkelman	Utilities	7,325.91
D & L Pest Control LLC	Monthly Service	132.00
Dundy County Hospital	PT Services	432.00
Eakes Office Products	Copy Contract	4,878.37
ESU Coordinating Council	Movie Site License	330.00
Frenchman Valley Coop	Fuel, Tire Repair	67.28
Grainger	Repairs-BE	95.60
Great Plains Communications	Phone, Internet	233.61
Hobart	Repairs	69.90
Hometown Leasing	Copier Lease	972.05
ImPACT Applications Inc.	Concussion Testing	435.00
Imperial NAPA	Bus Repairs, Supplies	801.29
Innovative Office Solutions, LLC	Supplies	2,267.79
Jerry's Super Shop	Repairs	17.54
Jody Crouse-Postage	Stratton Postage	18.04
Kerchal Supply	Air Handler Motor-BE	762.80
KSB School Law	Legal Service	450.00
League Builders Supply Inc	Repairs	4.97
Learning Sciences International LLC	20-21 iObervation Renewal	1,250.00
Mark's Plumbing	Supplies	46.90
McGraw-Hill School Education	Wonders Companion Set	512.65
MCI	Phone	48.24
Messersmith Water Treatment	Rent, Salt	15.18
Midwest Technology Products	Supplies	344.13
NCSA	Membership	1,390.00
Nebraska/Central Equipment	Repairs #27	828.98
Owens Implement & Supply	Supplies	814.02
Rapids	Supplies	34.96
Really Great Reading	Title 1 Materials	10,947.20
Renaissance Learning Inc	AR/Star Reading Subscriptio	7,159.30
Rocky Mountain Low Voltage	Monthly Monitoring	25.00
Sapp Bros. Petroleum	Oil	2,329.25
School Specialty	Supplies	473.59

Scoop Media LLC	Advertising	450.00
Shepard, Greg	Gym Floor Refinishing	3,550.00
Software Unlimited, Inc.	SAS/K12 Docs Annual Rene	8,300.00
SWPPD	Bus Radio	40.00
TC&B Corporate Wearables	Masks	1,090.00
Time Clock Plus, LLC	TCP Licenses	36.00
Unifirst Corporation	Custodial Supplies	192.93
US Bank	Supplies, Repairs	697.13
US Foods-Grand Island	Custodial Supplies	354.86
Van Diest Supply Company	Fertilizer, Insecticide	694.71
Verizon Wireless	Cell Phones	25.65
Village of Stratton	Utilities	845.18
Waters, Stacey	Trees-HS	59.95
Weathercraft Co Of McCook	Stratton Breezeway Repairs	119.00

\$ 410,837.28

Board Report - Invoice Detail

Posted - All; Fund Number 05; Processing Month 06/2020

Vendor Name	Invoice Description	Amount
Checking Account ID ACTIVITY	Fund Number 05 ACTIVITY FUND	
Cambridge Public Schools	All District Football Medals	57.80
DeMoulin Bros & Co	Marching Band Uniforms	2,497.20
Dundy County Library	SRP Supplies	162.10
Frederick, Amy	Clay	300.00
Harco Athletic Reconditioning, Inc	Helmet Reconditioning	2,284.00
Lou's Sporting Goods	Helmets	2,330.45
McCook Community College	MCC Team Camp 7-7-20	175.00
Nebraska School Activities Assn	2020-2021 Activities Registration	1,050.00
School Health Corporation	Tape, Mat Cleaner	1,398.07
Skyline Grill	Gift Certificates	100.00
Zarkowski, Marilyn	Senior Composite	150.00
Fund Number 05		<hr/> 10,504.62
Checking Account ID ACTIVITY		<hr/> 10,504.62

Vendor Name	Invoice Description	Amount
Checking Account ID NUTRITION	Fund Number 06 NUTRITION FUND	
Cash Wa Distributing	Food, Supplies	12,734.80
Central Restaurant Products	Supplies-SE	491.14
Nebraska Prep Equipment	Steam Table	1,377.99
Rapids	Supplies	273.95
Stratton Country Market	Food	66.94
Fund Number 06		<hr/> 14,944.82
Checking Account ID NUTRITION		<hr/> 14,944.82

D. Ratification and Affirmation of Previous E-Meetings

Consent Item

On March 17, 2020, Governor Ricketts issued Executive Order 20-03, which allowed public boards (including school boards) to meet virtually. On May 19, 2020, Governor Ricketts issued Executive Order 20-24, which extended Executive Order 20-03 through June 30th. Governor Ricketts has indicated that he will not issue another extension. As a result, effective July 1, school boards will need to meet in person. Since Executive Order 20-03 was issued, some have questioned whether the Governor had the authority to unilaterally waive certain parts of the Open Meetings Act. To resolve this question proactively, and avoid any potential legal argument in the future, attorneys recommend that any board that met virtually or remotely at any point between March 17th and June 30th pass this motion.

E. Check signing

Consent Item

This item is intended to replace Adam Fette with Ethan Sullivan as a signer on accounts at Pinnacle Bank.

F. Lunch and activity pass prices

Consent Item

Last year we increased meal prices by \$.05; activity pass prices remained the same. We are recommending no increases in meal or activity pass prices for the 20-21 school year. Historical meal prices are attached. Activity passes are \$110 for a family; \$60 for an adult; and \$30 per student.

32. Business Meeting

Action Item

A. Financial Report

Action Item

Presentation of the financial status of the district, balances in various funds, recent/impending activity therein, anticipated expenses and planning for future considerations.

B. Motion to approve the financial report as presented. Passed with a motion by Steve Guernsey and a second by Craig Kerchal.

C. Brad Baney:	D. Yea
E. Jason Frederick:	F. Yea
G. Steve Guernsey:	H. Yea
I. Craig Kerchal:	J. Yea
K. Nick Ladenburger:	L. Yea
M. Kent Lorens:	N. Yea
O. Toby Marlin:	P. Yea
Q. Shad Stamm:	R. Yea
S.	

Account Groups; Processing Month 06/2020; Account Group ID GFREVENUE

Account Group: GFREVENUE Monthly Board Report Accounts

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	Taxes Levied/Assessed by the School Dist	5,096,610.00	34,314.84	3,391,407.46	66.54	1,705,202.54
01 1115	Carline Taxes	0.00	0.00	0.00	0.00	0.00
01 1120	Public Power Dist Sales Tax	0.00	0.00	3,232.89	0.00	(3,232.89)
01 1125	Motor Vehicle Tax	260,000.00	30,640.92	214,331.49	82.44	45,668.51
01 1140	Penalties & Interest on Taxes	0.00	442.34	15,756.29	0.00	(15,756.29)
01 1311	Tuition From Individuals-Reg Ed	0.00	0.00	35.00	0.00	(35.00)
01 1315	Tuition-Education Entities-Distance Ed	2,000.00	0.00	2,640.00	132.00	(640.00)
01 1370	Preschool Tuition & Fees	5,959.00	30.00	7,267.75	121.96	(1,308.75)
01 1510	Interest on Investments	18,750.00	660.14	14,125.94	75.34	4,624.06
01 1910	Rental Of Sch Equip/Facility	0.00	0.00	0.00	0.00	0.00
01 1911	Local License Fees	2,500.00	200.00	2,715.00	108.60	(215.00)
01 1920	Contributions-Donations	0.00	0.00	0.00	0.00	0.00
01 1990	Other Local Receipts	5,865.00	135.00	23,756.25	405.05	(17,891.25)
Subtotal: LOCAL RECIEPTS		5,391,684.00	66,423.24	3,675,268.07	68.17	1,716,415.93
01 2110	County Fines And License	20,000.00	0.00	12,161.30	60.81	7,838.70
01 2130	Other County Receipts	0.00	0.00	0.00	0.00	0.00
01 2210	Educational Service Unit Receipts	0.00	0.00	1,200.00	0.00	(1,200.00)
Subtotal: COUNTY AND ESU RECEIPTS		20,000.00	0.00	13,361.30	66.81	6,638.70
01 3110	State Aid	31,651.00	0.00	28,485.00	90.00	3,166.00
01 3120	Special Education-School Age	235,284.00	33,286.00	169,064.00	71.86	66,220.00
01 3125	Special Ed. Transportation-Sch Age	13,082.00	0.00	14,476.00	110.66	(1,394.00)
01 3130	Homestead Exemption	0.00	2,180.93	8,723.72	0.00	(8,723.72)
01 3131	Property Tax Credit	0.00	0.00	570,031.18	0.00	(570,031.18)
01 3132	Personal Property Tax Credit	0.00	0.00	7,976.00	0.00	(7,976.00)
01 3134	Railroad & Public Property Tax Credit	0.00	0.00	14,925.98	0.00	(14,925.98)
01 3180	Pro-Rate Motor Vehicle	16,875.00	2,464.69	19,709.50	116.80	(2,834.50)
01 3400	State Apportionment	53,458.00	0.00	48,611.72	90.93	4,846.28
01 3512	Distance Education Incentive Pymts	0.00	0.00	0.00	0.00	0.00
01 3535	Payments For High Ability Learners	4,604.00	0.00	2,992.00	64.99	1,612.00
01 3990	Other State Receipts	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE RECEIPTS		354,954.00	37,931.62	884,995.10	249.33	(530,041.10)
01 4105	Universal Service Fund-E-Rate	0.00	0.00	0.00	0.00	0.00
01 4310	REAP: SRSA Grants	0.00	0.00	0.00	0.00	0.00
01 4505	Title I, Part A ESSA Improving Basic Pro	109,812.00	0.00	64,397.00	58.64	45,415.00
01 4506	Title I, Part A Accountability ESSA Impr	0.00	0.00	9,170.00	0.00	(9,170.00)
01 4509	Title II Part A ESSA Supporting Eff Inst	0.00	0.00	13,381.00	0.00	(13,381.00)
01 4512	IDEA Part B (611) Base Allocation	39,007.00	0.00	39,007.00	100.00	0.00
01 4516	IDEA PreK(619) Base Allocation	526.00	0.00	529.00	100.57	(3.00)
01 4519	IDEA Enrollment/Poverty	44,584.00	0.00	46,267.00	103.77	(1,683.00)
01 4525	Federal Vocational Ed & Tech (Perki	2,692.00	352.59	352.59	13.10	2,339.41
01 4708	Medicaid In Public Schools	8,017.00	1,541.33	11,770.85	146.82	(3,753.85)
01 4709	Medicaid Administrative Activities	0.00	0.00	0.00	0.00	0.00
01 4969	TITLE IV-A: Student Support & Academic G	0.00	0.00	10,000.00	0.00	(10,000.00)
Subtotal: FEDERAL RECEIPTS		204,638.00	1,893.92	194,874.44	95.23	9,763.56
01 5301	Insurance Adjustments	0.00	0.00	7,367.30	0.00	(7,367.30)
01 5400	Loan Proceeds	0.00	0.00	0.00	0.00	0.00
01 5500	Capital Lease Proceeds	0.00	0.00	0.00	0.00	0.00
01 5600	Other L-T Debt Proceeds	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-REVENUE RECEIPTS		0.00	0.00	7,367.30	0.00	(7,367.30)
		<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:		5,971,276.00	106,248.78	4,775,866.21	79.98	1,195,409.79

07/10/2020 11:04 AM

Regular; Processing Month 07/2020; Function Number 51 Records Selected; Fund
Number 01

User ID: SRW

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM
01	GENERAL FUND					
1100	Regular Instructional Programs	3,567,878.00	205,911.13	2,391,729.04	67.28	1,176,148.96
1150	Limited English Proficiency Programs	46,882.00	564.24	35,034.65	74.73	11,847.35
1160	Poverty Programs	380,480.00	17,880.07	206,652.31	54.31	173,827.69
1200	Special Education Instructional Programs	440,999.00	12,795.98	322,356.49	73.16	118,642.51
1291	Early Childhood SpEd Ages 3-5	128,967.00	5,550.98	83,990.76	65.13	44,976.24
1292	Early Childhood SpEd Ages 0-2	8,061.00	0.00	7,194.41	89.25	866.59
2110	Attendance & Social Work Services	0.00	0.00	0.00	0.00	0.00
2120	Guidance Services	58,654.00	3,699.96	40,890.95	69.72	17,763.05
2130	Health Services	15,901.00	519.77	9,628.06	60.55	6,272.94
2141	Psychological Services-SPED-School Age	73,525.00	0.00	49,876.25	67.84	23,648.75
2151	Speech Path/Audiology Svcs SPED SA	48,828.00	0.00	41,077.50	84.13	7,750.50
2152	Speech Path/Audiology SPED Age 3-5	6,234.00	0.00	3,806.25	61.06	2,427.75
2153	Speech Path/Audiology Svcs SPED 0-2	6,234.00	0.00	4,483.75	71.92	1,750.25
2161	Occupational Therapy SPED SA	18,900.00	0.00	13,396.25	70.88	5,503.75
2171	Physical Therapy Services-SA	9,234.00	432.00	4,451.86	48.21	4,782.14
2210	Improvement of Instruction	1,876.00	0.00	0.00	0.00	1,876.00
2211	School Improvement	0.00	0.00	0.00	0.00	0.00
2212	Instruction & Curriculum Development	17,218.00	0.00	7,741.21	49.75	9,476.79
2213	Instructional Staff Training	6,208.00	0.00	5,534.80	89.16	673.20
2214	Implementation of Standards	0.00	0.00	0.00	0.00	0.00
2220	Library/Media Services	71,184.00	2,932.19	47,115.25	66.19	24,068.75
2230	Instruction-Related Technology	161,663.00	7,222.38	109,932.27	68.42	51,730.73
2240	Academic Student Assessment	496.00	0.00	2,430.00	489.92	(1,934.00)
2310	Board of Education	41,399.00	2,160.00	30,969.69	77.83	10,429.31
2320	Executive Administration	193,870.00	616.52	155,905.24	80.66	37,964.76
2330	District Legal Services	50,000.00	450.00	25,659.97	51.44	24,340.03
2410	Principal	521,866.00	34,802.52	393,289.19	75.60	128,576.81
2510	Fiscal Services	154,729.00	15,033.34	118,515.68	78.71	36,213.32
2570	Personnel Services	0.00	0.00	0.00	0.00	0.00
2610	Operation of Buildings	468,454.00	19,245.39	258,715.88	55.23	209,738.12
2620	Maintenance of Buildings	311,527.00	18,653.30	145,575.23	46.73	165,951.77
2630	Care and Upkeep of Grounds	8,355.00	928.25	9,557.56	114.39	(1,202.56)
2640	Care and Upkeep of Equipment	2,806.00	0.00	949.82	33.85	1,856.18
2650	Vehicle Operation & Maint (non student t	60,000.00	0.00	277.38	0.46	59,722.62
2660	Security	18,830.00	0.00	4,878.02	25.91	13,951.98
2670	Safety	4,081.00	0.00	2,079.00	50.94	2,002.00
2710	Vehicle Operation	494,278.00	3,592.88	241,328.36	48.82	252,949.64
2712	Vehicle Operation-School Age Sped	47,458.00	200.21	23,302.05	49.10	24,155.95
2713	Vehicle Operation-Below Age 5 Sped	14,042.00	0.00	3,399.89	24.21	10,642.11
2730	Vehicle Servicing & Maintenance-Reg Ed	204,636.00	9,930.93	125,012.55	61.09	79,623.45
5000	Debt Service	0.00	0.00	0.00	0.00	0.00
6200	Federal Services-Title I, Part A ESSA Im	255,488.00	26,781.43	191,955.10	75.38	63,532.90
6210	Federal Services-Title I, Part A Account	14,127.00	0.00	314.57	6.01	13,812.43
6310	Federal Services-Title II, Part A ESSA S	51,506.00	3,565.78	39,240.53	76.19	12,265.47
6404	Federal Services-IDEA Part B Birth-4	30,000.00	0.00	2.77	0.01	29,997.23
6406	Federal Services-IDEA PK (619) Sped 3-4	0.00	0.00	0.00	0.00	0.00
6410	Federal Services-IDEA Enroll/Pov. Sped21	0.00	0.00	0.00	0.00	0.00
6700	Federal Services-Fed Voc&App Tech(Perkin	2,795.00	0.00	0.00	0.00	2,795.00
6992	Federal Services--REAP-SRSA Grants	0.00	0.00	0.00	0.00	0.00
6996	ESSERS Funds	0.00	0.00	91,824.92	0.00	(91,824.92)
8000	Transfers (Outgoing)	120,000.00	0.00	19,419.60	16.18	100,580.40
01	GENERAL FUND	8,139,669.00	393,469.25	5,269,495.06	64.96	2,870,173.94
Grand Total:		8,139,669.00	393,469.25	5,269,495.06	64.96	2,870,173.94

TOTAL SUMMARY OF BANK BALANCES

	MARCH	APRIL	May	JUNE
<i>Pinnacle Bank-Unemployment</i>	\$13,317.79	\$13,320.53	\$13,321.92	\$13,323.09
General Fund				
Pinnacle Bank-MMSA	\$1,726,754.86	\$1,762,472.64	\$2,798,022.75	\$2,958,660.12
Pinnacle Bank Benkelman-General Fund	\$49,810.84	\$47,531.05	\$88,659.78	\$52,408.51
Pinnacle Bank Benkelman-Clearing A/C	\$12,196.76	\$12,550.17	\$13,040.76	\$12,713.36
Total General Fund Balances	\$1,788,762.46	\$1,822,553.86	\$2,899,723.29	\$3,023,781.99
<i>Pinnacle Bank Depreciation Fund Balance</i>	\$537,478.83	\$537,689.76	\$537,818.66	\$501,912.84
QCPUF				
Pinnacle Bank Benkelman-Checking A/C	\$140,249.73	\$146,708.93	\$168,032.06	\$175,329.58
NE Liquid Asset Fund	\$1,363.50	\$1,364.07	\$1,364.29	\$1,364.32
Total Qualified Capital Purpose Undertaking Fund	\$141,613.23	\$148,073.00	\$169,396.35	\$176,693.90
<i>Pinnacle Bank Special Building Fund</i>	\$564,745.96	\$594,847.43	\$694,382.11	\$728,483.01
Total Cash in Bank	\$3,045,918.27	\$3,116,484.58	\$4,314,642.33	\$4,444,194.83

CASH FLOW STATEMENT

Beginning Balance General Fund Checking

\$ 52,408.51

MMSA-Amfirst Bank 2,958,660.12

Total General Fund Money

\$ 3,011,068.63

ESTIMATED DISBURSEMENTS

Bills 28,017.35
Payroll 347,288.90

410,837.28 **2018-2019** **2017-2018**
399,979.90 434,381.12

COUNTY RECEIPTS

Dundy County Treasurer 41,119.12
Hitchcock County Treasurer 25,958.60
67,077.72

2018-2019 **2017-2018**
58,859.59 182,388.19

Estimated Over(Under)age - GF Checking

\$ (291,351.05)

Miscellaneous Receipts

\$ -

Lunch Payroll

\$ -

NDE Money

\$ -

Transfer TO/FROM MMSA

\$ 300,000.00

\$ 8,648.95

Regular; Beginning Month 09/2019; Processing Month 06/2020; Fund Number 02, 03, 08,
09

Fund: 02 DEPRECIATION

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
02 101	CASH	543,338.50	3,239.29	44,664.95	501,912.84
Total:	Current Assets	543,338.50	3,239.29	44,664.95	501,912.84
Fund Balance					
02 704	FUND BALANCE	543,338.50	44,664.95	3,239.29	501,912.84
Total:	Fund Balance	543,338.50	44,664.95	3,239.29	501,912.84
Revenue					
02 1510	Interest Earned	0.00	0.00	3,239.29	3,239.29
Total:	Revenue	0.00	0.00	3,239.29	3,239.29
Expenditure					
02 2900 450 002	Construction Services	0.00	36,020.00	0.00	36,020.00
02 2900 610 001	General Supplies	0.00	3.32	0.00	3.32
02 2900 610 002	General Supplies	0.00	3.32	0.00	3.32
02 2900 610 004	General Supplies	0.00	3.31	0.00	3.31
02 2900 733 001	Furniture & Fixtures	0.00	8,635.00	0.00	8,635.00
Total:	Expenditure	0.00	44,664.95	0.00	44,664.95
Total:	02	1,086,677.00	92,569.19	51,143.53	1,051,729.92

Fund: 03 EMPLOYEE BENEFIT FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
03 101	CASH	13,262.03	61.06	0.00	13,323.09
03 106	Cafeteria Checking	0.00	20,427.90	16,141.87	4,286.03
Total:	Current Assets	13,262.03	20,488.96	16,141.87	17,609.12
Fund Balance					
03 704	FUND BALANCE	13,262.03	16,141.87	20,488.96	17,609.12
Total:	Fund Balance	13,262.03	16,141.87	20,488.96	17,609.12
Revenue					
03 1510	Interest Earned	0.00	0.00	61.06	61.06
03 5200	Fund Transfers In	0.00	0.00	3,671.09	3,671.09
03 5690	OTHER NON-REVENUE RECEIPTS	0.00	291.63	16,173.55	15,881.92
Total:	Revenue	0.00	291.63	19,905.70	19,614.07
Expenditure					
03 2900 260 001	Employee Benefits	0.00	14,423.17	0.00	14,423.17
03 2900 290 002	Other Employee Benefits-Non Instructiona	0.00	486.16	583.26	(97.10)
03 2900 291 001	Other Benefits-Teachers/Professional Sta	0.00	608.91	0.00	608.91
03 2900 292 001	Other Employee Benefits-Aides	0.00	332.00	0.00	332.00
Total:	Expenditure	0.00	15,850.24	583.26	15,266.98
Total:	03	26,524.06	52,772.70	57,119.79	70,099.29

Fund: 08 SPECIAL BUILDING FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
08 101	CASH	416,795.09	311,697.87	9.95	728,483.01
08 131	Receivable Account	50,648.12	260,787.62	308,782.95	2,652.79
Total:	Current Assets	467,443.21	572,485.49	308,792.90	731,135.80
Fund Balance					
08 704	FUND BALANCE	467,443.21	9.95	263,702.54	731,135.80
Total:	Fund Balance	467,443.21	9.95	263,702.54	731,135.80
Revenue					
08 1100	Taxes Levied	0.00	0.00	216,617.46	216,617.46

Regular; Beginning Month 09/2019; Processing Month 06/2020; Fund Number 02, 03, 08,
09

Fund: 08 SPECIAL BUILDING FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
08 1120	Public Power District Sales Tax	0.00	0.00	222.01	222.01
08 1140	Penalties & Interest on Taxes	0.00	0.00	675.16	675.16
08 1510	Interest Earned	0.00	0.00	2,914.92	2,914.92
08 1990	Other Local Receipts	0.00	0.00	734.31	734.31
08 3130	Homestead Exemption	0.00	0.00	817.81	817.81
08 3131	Property Tax Credit	0.00	0.00	39,146.28	39,146.28
08 3132	Personal Property Tax Credit	0.00	0.00	547.75	547.75
08 3134	Railroad & Public Property Tax Credit	0.00	0.00	1,025.00	1,025.00
08 3180	Pro-Rate Motor Vehicle	0.00	0.00	1,001.84	1,001.84
	Total: Revenue	0.00	0.00	263,702.54	263,702.54
Expenditure					
08 2515 610 001	General Supplies	0.00	3.32	0.00	3.32
08 2515 610 002	General Supplies	0.00	3.32	0.00	3.32
08 2515 610 004	General Supplies	0.00	3.31	0.00	3.31
	Total: Expenditure	0.00	9.95	0.00	9.95
	Total: 08	934,886.42	572,505.39	836,197.98	1,725,984.09

Fund: 09 QCPUF

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
09 101	CASH	108,211.35	68,495.50	12.95	176,693.90
09 131	Receivable Account	12,058.52	56,415.14	67,905.01	568.65
	Total: Current Assets	120,269.87	124,910.64	67,917.96	177,262.55
Fund Balance					
09 704	FUND BALANCE	120,269.87	12.95	57,005.63	177,262.55
	Total: Fund Balance	120,269.87	12.95	57,005.63	177,262.55
Revenue					
09 1100	Taxes Levied	0.00	0.00	46,925.65	46,925.65
09 1120	Public Power District Sales Tax	0.00	0.00	47.58	47.58
09 1140	Penalties & Interest on Taxes	0.00	0.00	150.36	150.36
09 1510	Interest Earned	0.00	3.00	590.49	587.49
09 1990	Other Local Receipts	0.00	0.00	174.85	174.85
09 3130	Homestead Exemption	0.00	0.00	128.36	128.36
09 3131	Property Tax Credit	0.00	0.00	8,388.30	8,388.30
09 3132	Personal Property Tax Credit	0.00	0.00	117.38	117.38
09 3134	Railroad & Public Property Tax Credit	0.00	0.00	219.65	219.65
09 3180	Pro-Rate Motor Vehicle	0.00	0.00	263.01	263.01
	Total: Revenue	0.00	3.00	57,005.63	57,002.63
Expenditure					
09 2515 610 001	General Supplies	0.00	3.32	0.00	3.32
09 2515 610 002	General Supplies	0.00	3.32	0.00	3.32
09 2515 610 004	General Supplies	0.00	3.31	0.00	3.31
	Total: Expenditure	0.00	9.95	0.00	9.95
	Total: 09	240,539.74	124,936.54	181,929.22	411,537.68

Activity Fund Balance Report - Summary - Exclude Encumbrances

09/2019 - 06/2020

Regular; Beginning Month 09/2019; Processing Month 06/2020; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	FUND BALANCE	33,000.00	0.00	(33,000.00)	0.00	0.00
05 704 0100	Cheerleaders	3,225.76	420.12	96.00	0.00	2,901.64
05 704 0105	Cheerleading Fundraising	3,276.81	3,507.30	1,520.25	0.00	1,289.76
05 704 0110	Cross Country	(1,407.86)	2,442.45	70.00	1,407.86	(2,372.45)
05 704 0120	Football	(1,410.12)	19,400.61	11,144.35	1,410.12	(8,256.26)
05 704 0125	Football Fundraising	274.95	3,976.63	3,765.00	0.00	63.32
05 704 0130	Volleyball	0.00	4,941.50	2,690.89	0.00	(2,250.61)
05 704 0135	Volleyball Fundraising	241.30	967.49	5,268.00	0.00	4,541.81
05 704 0140	Basketball	(5,358.28)	10,607.30	6,965.19	5,358.28	(3,642.11)
05 704 0145	Boys Basketball Fundraising	64.12	0.00	0.00	0.00	64.12
05 704 0147	Girls Basketball Fundraising	7,181.29	4,348.83	1,821.05	0.00	4,653.51
05 704 0150	Wrestling	(1,480.29)	3,380.62	1,931.86	1,480.29	(1,448.76)
05 704 0155	Wrestling Fundraising	1,969.53	0.00	382.00	0.00	2,351.53
05 704 0160	Track	(884.93)	4,511.27	0.00	884.93	(4,511.27)
05 704 0165	Track Fundraising	938.00	0.00	0.00	0.00	938.00
05 704 0170	Girls Golf	(669.16)	732.35	160.00	669.16	(572.35)
05 704 0175	Girls Golf Fundraising	694.36	0.00	0.00	0.00	694.36
05 704 0180	Boys Golf	(473.42)	648.25	0.00	473.42	(648.25)
05 704 0185	Boys Golf Fundraising	1,022.34	0.00	0.00	0.00	1,022.34
05 704 0300	Class of 2020	140.96	157.18	57.00	0.00	40.78
05 704 0310	Class of 2021	3,583.07	842.61	0.00	0.00	2,740.46
05 704 0320	Class of 2022	0.00	1,146.30	2,073.19	0.00	926.89
05 704 0330	Class of 2023	44.12	0.00	0.00	0.00	44.12
05 704 0340	FBLA	7,928.55	6,803.30	8,838.00	0.00	9,963.25
05 704 0350	FBLA Summer Reading	678.75	162.10	0.00	0.00	516.65
05 704 0360	FCCLA	(5,246.67)	3,694.80	4,230.00	0.00	(4,711.47)
05 704 0370	FFA	13,765.32	10,488.13	8,991.27	0.00	12,268.46
05 704 0380	NHS	(175.06)	385.00	0.00	175.06	(385.00)
05 704 0390	Speech	(1,110.20)	507.00	0.00	1,110.20	(507.00)
05 704 0400	Student Council	(656.49)	720.00	0.00	656.49	(720.00)
05 704 0410	Letterclub	250.00	142.32	0.00	0.00	107.68
05 704 0420	Play/Musical	1,433.60	1,608.92	0.00	0.00	(175.32)
05 704 0430	7-12 Vocal	(230.00)	2,002.63	180.00	230.00	(1,822.63)
05 704 0440	Band	(457.60)	2,712.20	0.00	457.60	(2,712.20)
05 704 0445	Music Fundraising	435.00	2,958.00	3,640.25	0.00	1,117.25
05 704 0450	Spanish Club	11,821.07	13,139.47	7,581.50	0.00	6,263.10

Activity Fund Balance Report - Summary - Exclude Encumbrances

09/2019 - 06/2020

Regular; Beginning Month 09/2019; Processing Month 06/2020; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0460	Play Production	(310.60)	680.50	0.00	310.60	(680.50)
05 704 0470	Mock Trial	(80.00)	1,518.14	225.00	80.00	(1,293.14)
05 704 0490	Art Club	1,632.22	2,206.08	2,766.00	0.00	2,192.14
05 704 0600	Shop Projects	66.11	0.00	0.00	0.00	66.11
05 704 0610	Pop Account	476.95	792.24	881.00	0.00	565.71
05 704 0620	Sp Ed Activity A/C	703.60	0.00	0.00	0.00	703.60
05 704 0630	Revolving	(5,769.72)	5,492.11	3,274.51	8,989.80	1,002.48
05 704 0640	Special Purchasing	3,682.08	175.00	197.40	0.00	3,704.48
05 704 0650	Box Tops for Education	6,517.41	405.25	538.10	0.00	6,650.26
05 704 0660	Annual	(9,164.19)	0.00	3,050.00	9,164.19	3,050.00
05 704 0665	DCS News	200.00	0.00	0.00	0.00	200.00
05 704 0670	Computer Technology	773.84	0.00	0.00	0.00	773.84
05 704 0680	Entrepreneurship	675.99	170.00	515.00	0.00	1,020.99
05 704 0690	Concessions	0.00	12,953.01	20,495.21	0.00	7,542.20
05 704 0800	Grade Activity	6,774.81	0.00	249.00	0.00	7,023.81
05 704 0810	Stuco-Grade School	959.57	3,023.14	3,063.73	0.00	1,000.16
05 704 0830	Stratton	301.88	524.89	1,035.00	0.00	811.99
05 704 0840	K-8 Music	(142.00)	0.00	0.00	142.00	0.00
Fund Total: 05		79,706.77	135,295.04	74,695.75	33,000.00	52,107.48

Regular; Beginning Month 09/2019; Processing Month 06/2020; Fund Number 06

Fund: 06 NUTRITION FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
06 101	CASH	19,277.60	267,403.46	273,005.83	13,675.23
06 103	Payroll Cash	0.00	148,679.27	177,119.85	(28,440.58)
	Total: Current Assets	19,277.60	416,082.73	450,125.68	(14,765.35)
Current Liabilities					
06 450	PAYROLL DEDUCTION PAYABLE	0.00	1,642.75	1,642.75	0.00
06 451	FICA PAYABLE	0.00	15,870.10	15,870.10	0.00
06 452	FIT PAYABLE	0.00	4,370.99	4,370.99	0.00
06 453	INSURANCE PAYABLE	0.00	4,458.03	5,469.81	1,011.78
06 454	RETIREMENT PAYABLE	0.00	18,877.56	18,877.56	0.00
06 455	SIT PAYABLE	0.00	2,148.34	2,148.34	0.00
	Total: Current Liabilities	0.00	47,367.77	48,379.55	1,011.78
Fund Balance					
06 704	FUND BALANCE	19,277.60	252,582.59	217,527.86	(15,777.13)
	Total: Fund Balance	19,277.60	252,582.59	217,527.86	(15,777.13)
Revenue					
06 1510	Interest Earned	0.00	0.00	131.39	131.39
06 1611	Daily Sales-School Lunch Program	0.00	14.70	65,317.03	65,302.33
06 1650	Daily Sales-Summer Food Program	0.00	0.00	30.00	30.00
06 1990	Other Local Receipts	0.00	0.00	3.00	3.00
06 3150	State Reimbursement	0.00	0.00	1,297.05	1,297.05
06 4210	Federal Reimbursement	0.00	0.00	126,617.64	126,617.64
06 4530	Other Federal Categorical Receipts	0.00	0.00	4,400.00	4,400.00
06 5200	Transfers from General Fund	0.00	0.00	19,607.35	19,607.35
	Total: Revenue	0.00	14.70	217,403.46	217,388.76
Expenditure					
06 2190 733 004	Furniture & Fixtures	0.00	2,390.55	0.00	2,390.55
06 3100 110 001	Salaries of Regular Employees-Non-Instru	0.00	35,603.58	0.00	35,603.58
06 3100 110 002	Salaries of Regular Employees-Non-Instru	0.00	36,991.68	0.00	36,991.68
06 3100 110 004	Salaries of Regular Employees-Non-Instru	0.00	24,401.80	0.00	24,401.80
06 3100 120 002	Salaries of Temporary Employees-Non-inst	0.00	704.00	0.00	704.00
06 3100 140 001	Salaries Sabbatical Leave-Non Instructio	0.00	1,874.31	0.00	1,874.31
06 3100 140 002	Salaries Sabbatical Leave-Non Instructio	0.00	2,108.54	0.00	2,108.54
06 3100 140 004	Salaries Sabbatical Leave-Non Instructio	0.00	2,041.17	0.00	2,041.17
06 3100 210 001	Group Insurance-Non Instructional	0.00	2,199.57	0.00	2,199.57
06 3100 210 002	Group Insurance-Non Instructional	0.00	2,199.52	0.00	2,199.52
06 3100 220 001	Social Security-Non Instructional	0.00	2,867.08	49.57	2,817.51
06 3100 220 002	Social Security-Non Instructional	0.00	3,045.02	49.58	2,995.44
06 3100 220 004	Social Security-Non Instructional	0.00	2,022.95	25.25	1,997.70
06 3100 230 001	Retirement-Non Instructional	0.00	3,425.74	0.00	3,425.74
06 3100 230 002	Retirement-Non Instructional	0.00	3,447.99	0.00	3,447.99
06 3100 230 004	Retirement-Non Instructional	0.00	2,612.02	0.00	2,612.02
06 3100 270 001	Worker's Comp-Non-Instructional Staff	0.00	1,479.64	0.00	1,479.64
06 3100 270 002	Worker's Comp-Non-Instructional Staff	0.00	1,614.15	0.00	1,614.15
06 3100 270 004	Worker's Comp-Non-Instructional Staff	0.00	269.03	0.00	269.03
06 3100 580 001	Travel: Transportation, Meals, Hotel	0.00	72.54	0.00	72.54
06 3100 580 002	Travel: Transportation, Meals, Hotel	0.00	54.00	0.00	54.00
06 3100 580 004	Travel: Transportation, Meals, Hotel	0.00	19.50	0.00	19.50
06 3100 610 001	General Supplies	0.00	3,403.66	0.00	3,403.66
06 3100 610 001 019	General Supplies-Covid 19	0.00	958.17	0.00	958.17

Regular; Beginning Month 09/2019; Processing Month 06/2020; Fund Number 06

Fund: 06 NUTRITION FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
06 3100 610 002	General Supplies	0.00	7,023.29	0.00	7,023.29
06 3100 610 002 019	General Supplies-Covid 19	0.00	1,062.17	0.00	1,062.17
06 3100 610 004	General Supplies	0.00	2,580.67	0.00	2,580.67
06 3100 610 004 019	General Supplies-Covid 19	0.00	364.82	0.00	364.82
06 3100 630 001	Food: School Food Service Program	0.00	40,791.56	0.00	40,791.56
06 3100 630 002	Food: School Food Service Program	0.00	45,328.79	0.00	45,328.79
06 3100 630 004	Food: School Food Service Program	0.00	11,059.26	0.00	11,059.26
06 3100 733 001	Furniture & Fixtures	0.00	2,039.25	0.00	2,039.25
06 3100 733 002	Furniture & Fixtures	0.00	100.00	0.00	100.00
06 3100 733 004	Furniture & Fixtures	0.00	6,405.46	0.00	6,405.46
06 3100 810 001	Dues & Fees: Memberships, Student Fees	0.00	6.41	0.00	6.41
	Total: Expenditure	0.00	252,567.89	124.40	252,443.49
	Total: 06	38,555.20	968,615.68	933,560.95	440,301.55

US BANK Credit Card June 2020

5/26/2020	Amazon	Maintenance	19.96
5/27/2020	The Week Magazine	Subscription	129.00
5/28/2020	Vistaprint	Sign	47.72
5/28/2020	National Review	Subscription	59.00
6/1/2020	Lincoln Journal Star	Subscription	13.00
6/2/2020	Amazon	Maintenance	8.55
6/4/2020	Amazon	Supplies	31.88
6/13/2020	Omaha World Herald	Subscription	25.00
6/15/2020	Amazon	Computer Repairs	159.99
6/17/2020	Soundford	#19 Repairs	57.38
6/17/2020	Amazon	Covid-19 Supplies	48.98
6/17/2020	Amazon	Covid-19 Supplies	55.99
6/19/2020	Amazon	Covid-19 Supplies	40.68

\$ 697.13

T. Approval of .5 FTE Teaching Contract for Chelsey Sullivan

Action Item

U. Motion to approve a contract for Chelsey Sullivan as a .5 FTE reading specialist. Passed with a motion by Shad Stamm and a second by Toby Marlin.

V. Brad Baney:	W. Yea
X. Jason Frederick:	Y. Yea
Z. Steve Guernsey:	AA. Yea
BB. Craig Kerchal:	CC. Yea
DD. Nick Ladenburger:	EE. Yea
FF. Kent Lorens:	GG. Yea
HH. Toby Marlin:	II. Yea
JJ. Shad Stamm:	KK. Yea
LL.	

MM. NASB information

Action Item

NN. Legislation

Action Item

33. Summer Policy Updates

Action Item

34. Motion to delete policy 3034. Passed with a motion by Kent Lorens and a second by Jason Frederick.

35. Brad Baney:	36. Yea
37. Jason Frederick:	38. Yea
39. Steve Guernsey:	40. Yea

- | | |
|---|---------|
| 41. Craig Kerchal: | 42. Yea |
| 43. Nick Ladenburger: | 44. Yea |
| 45. Kent Lorens: | 46. Yea |
| 47. Toby Marlin: | 48. Yea |
| 49. Shad Stamm: | 50. Yea |
| 51. Motion to approve policies 2002,3039,3046,3056,4003,5016,5035,6020,6021 and 6033 on first reading as presented. Passed with a motion by Shad Stamm and a second by Jason Frederick. | |
| 52. Brad Baney: | 53. Yea |
| 54. Jason Frederick: | 55. Yea |
| 56. Steve Guernsey: | 57. Yea |
| 58. Craig Kerchal: | 59. Yea |
| 60. Nick Ladenburger: | 61. Yea |
| 62. Kent Lorens: | 63. Yea |
| 64. Toby Marlin: | 65. Yea |
| 66. Shad Stamm: | 67. Yea |
| 68. | |

KAREN A. HAASE
STEVE WILLIAMS
BOBBY TRUHE



COADY H. PRUETT
JORDAN JOHNSON
SHARI RUSSELL, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers
FROM: KSB School Law
DATE: May 29, 2020
RE: Annual Policy Updates

Attached are the (first round) 2020 KSB School Law policy updates. We have also included changes to our standard forms and updates on some other laws which do not require changes to policies but do present new obligations or things to keep in mind as you enter the 2020-21 year. We have broken these down in 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Unfortunately, due to COVID-19, we also know that there will be at least two additional rounds of policy updates over the next several months. We have added a section on that at the end of the memo, as well.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Monday, June 1, 2020 at 10:00 a.m. Central Time.** In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We have included the link to the ZOOM conference in the cover e-mail that transmitted these updates. We will also record the webinar and will post it on the KSB School Law website in the Policy Updates section.

Please feel free to contact us if you have any additional questions or if you would like to have a policy customized or "tweaked" to meet your individual circumstances.

Policy Changes

REVISION OF POLICY 2002: Organization of the Board, Board Officers, Committees, and Check Signing

We have modified this policy in two ways, based on questions we continue to receive regarding who can serve in board officer positions and who can sign checks, warrants, and other instruments of the district. We have also renamed the policy to make it easier to find the different board officer duties and the board committees, including the new Committee on American Civics.

The president and vice president must be members of the board, but the secretary and treasurer, in most cases, do not need to be board members. Class III school boards may elect and appoint/employ a secretary and treasurer who are not board members, so long as it is permitted by law.

Section 79-564 lays out the simple requirements for choosing a president, vice president, and secretary:

At the first meeting of each school board or board of education elected in a Class III school district, and annually thereafter, the board shall elect from among its members a president and vice president. The board shall also elect a secretary who need not be a member of the board. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

Authority for appointing a non-board member treasurer is a bit more limited. Sections 79-589 and 79-590 state that the board may “employ” a non-board member to the treasurer position, outside of schools that fall into this exception:

In a Class III school district which lies outside of the corporate limits of any city or village or of which more than one-half is geographically within a city of the metropolitan class, *the board of education shall elect one of its members*, other than the secretary, as treasurer of the school district and the provisions of section 79-590 [that allow employment of a non-member] shall not apply to the selection of a treasurer of such a district.

You must elect a board member if your district lies outside the corporate limits of a city or village, and more than one-half of that city or village is geographically within a city of the metropolitan class.

Second, we added a section on signing checks, warrants, and other instruments, and we moved some other provisions into that section. The statutory default is that the secretary signs checks, and the president countersigns them:

The secretary of a school district shall draw and sign all orders upon the treasurer for all money to be disbursed by the district and all warrants upon the county treasurer for money raised for district purposes or apportioned to the district by the county treasurer and shall present the same to the president to be countersigned. No warrant, check, or other instrument drawn upon bank depository funds of the district shall be issued until so countersigned. No warrant, check, or other instrument drawn upon bank depository funds of the district shall be countersigned by the president until the amount for which it is drawn is written upon its face. *Facsimile signatures of board members may be used, and a person or persons delegated by the board may sign and validate all warrants, checks, and other instruments drawn upon bank depository funds of the district.*

The statute specifically authorizes the board to “delegate” another “person or persons” to sign and validate any warrants, checks, or other instruments. Under Mike Foley, the State Auditor’s position in several audit letters was that the president *must* countersign. We do not necessarily agree with that assessment. The statute says more than one person can be delegated to “sign and validate.” The safest process is to have the president countersign (or use a facsimile signature for the president), though we have not seen this exact issue pop up in school audit responses in several years.

This change is required to the extent you must align your practices to the policy.

DELETION OF POLICY 3034: DISBURSEMENTS
(NOW “INTENTIONALLY LEFT BLANK”)

By including the provisions for signing warrants, checks, and other instruments in policy 2002 along with other board duties, there is no longer a need for this policy. We have deleted it from the service, and number 3034 will read “Intentionally Left Blank” in complete policy service indexes.

This change is required.

REVISION OF POLICY 3039: Threat Assessment

When your board adopted policy 3039, you chose from three options (the team concept; the superintendent as primary investigator and decisionmaker; a school-district controlled law enforcement unit as the investigator). Regardless of the option your board selected, we have revised this policy based on the experiences several schools have had in responding to student threats over the past several years.

First, we have added a definition of what constitutes a “threat” and what we mean by “threat assessment.” We have had several districts struggle with explaining to parents how administrators distinguish between off-handed students comments which do not constitute an imminent threat from statements about harming others which need an immediate response. The new definitions are based in large part on research from the National Association of School Psychologists as well as recommendations from the Federal Commission on School Safety. Those definitions are then incorporated throughout the rest of the policy.

Second, we have made it clear that the process of threat assessment is a separate thing from student discipline and special education. The purpose of threat assessment is to predict and prevent acts of school violence. While school districts will also need to address student discipline and special education as appropriate, the revisions to this policy make it clear that those are different processes. We reiterate that distinction at the end of the section titled “Threat Assessment Investigation and Response.”

Third, schools have struggled to explain to their communities the difference between a threat which requires an immediate and urgent call to law enforcement from threats which, although serious, are appropriate to be managed in a more deliberate manner. The new paragraph under “Threat Assessment Investigation and Response” makes that distinction clear.

Finally, we have revised the section of the policy that describes the threat assessment investigation process. These edits align the policy more closely to the procedures recommended by the Nebraska Department of Education. Additionally, we have added a provision requiring the threat assessment team, school superintendent or law enforcement unit to confer with a staff member who has expertise in the IDEA and/or Section 504 of the Rehabilitation Act. Students with disabilities make up a large proportion of students who make threats of school violence. We believe that this additional provision will protect the district from inadvertent violations of those laws as part of the threat assessment process.

This change is recommended.

REVISION OF POLICY 3046: Animals at Schools

We have added a provision to this policy addressing the procedure for handling requests for service animals. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input. This addition is recommended so that a decision on whether to grant (or deny) a request for a service animal is considered by the IEP/504 Team, its input is provided, and (where appropriate) the IEP Team has the opportunity to decide whether the allowance of a service animal is required in order for the student to receive a Free and Appropriate Public Education (FAPE).

As before, the District has a choice as to whether it will allow therapy animals to be brought to school grounds. If the District has decided to allow such therapy animals, then these updates provide a similar provision so that requests for therapy animals made by, or on behalf of, a student with an IEP or a 504 plan are referred to the appropriate team for consideration.

This change is recommended.

NEW POLICY 3055: School Resource Officers

On and after January 1, 2021, school must have a memorandum of understanding in effect with any law enforcement agency that provides school resource officers and any security agency which provides security guards to schools in a school district. Each MOU must include policies that address:

- Required minimum training for SROs, security guards, and school district administrators.
- Maintenance of prosecution referral records.
- Notice to parents of when they will be notified or present when their student is questioned by a school official or by a school resource officer or security guard operating in conjunction with a school official.
- Under what circumstances a student will be advised of constitutional rights prior to being questioned or interrogated.

- When a student will be referred for criminal prosecution and when a student's actions will be resolved as a disciplinary matter by school officials.
- A complaint process.

We have developed this policy to ensure that every policy provision required by the new SRO statutes exists and can be incorporated into any MOU.

This new policy is required IF you have an SRO or security guard.

NEW POLICY 3056: Guest Speakers

Several school districts had rather unpleasant experiences with guest speakers during the 2019-20 school year and, at times, found themselves receiving unwarranted criticism and unwanted attention. These experiences arose, at least in part, due to a lack of procedure for vetting potential guest speakers. We drafted this policy to ensure that a process and procedure exists to research guest speakers so that everyone involved has a clear understanding of the guest speaker's purpose and message. This will help the school determine if the proposed message complies with school district policies and its fundamental values and to avoid unwanted surprises for everyone involved. New accompanying forms have also been created.

This new policy is not required but is recommended if you use or plan to use guest speakers.

REVISION OF POLICY 4003: Drug Testing of Drivers

We updated this policy to address concerns raised by the Department of Transportation's Federal Motor Carrier Safety Administration, when they have been conducting audits of school districts in Nebraska this spring. Under 49 CFR § 382.601, school districts must provide drivers with specific information regarding the district's drug and alcohol testing program and procedures for drivers. Until now, we know that most of our schools were providing the drivers this information in packets of informational materials, often upon hire. While this practice is entirely permissible under the regulatory language, the DOT has taken the position that this information must now be included *in the policy itself*. Lately, the DOT has begun to enforce their interpretation by issuing notice of violation to schools that did not incorporate that information into their policy. While we disagree with the DOT's position on this issue, the DOT itself will ultimately be enforcing the relevant regulations and it is most prudent to avoid the time and expense of responding to a violation by amending this policy.

This policy now discusses each category of information required by the regulations. You should review the updated language carefully, and revise it as necessary to ensure it is consistent with the terms and procedures of your district's driver drug and alcohol testing program. We know that some school districts may contract with drivers and administer testing protocols directly, while others may contract with a third party to provide one or both of those services. If you contract with a third party for either of these services, you should carefully review this policy with your provider to ensure its terms are consistent with your testing programs and protocols. You may also wish to designate an individual with that third party provider as the contact person for the drug and alcohol testing policy and program, as appropriate. As a reminder, you must also ensure you receive a signed, written statement from all drivers that they received this policy and any related materials.

This change is required.

NEW POLICY 4062: Locker Room Supervision

We have been stressing the importance of supervising locker rooms for many years at our school district presentations and inservices. Many hazing and bullying incidents occur in unsupervised or poorly supervised locker rooms. Some incidents are serious enough to result in litigation. This policy was created in response to a school's request for policy guidance in this area. It is important that the school's practice matches its policy, so this policy should be modified to fit your practice in the event you choose to adopt it.

This new policy is not required.

REVISION OF POLICY 5016: Student Records

We have updated this policy to more broadly define "school officials", ensuring the district maintains the discretion to share records with any agent, contractor, consultant, or volunteer that serves an institutional function and has a legitimate educational interest in the records.

This change is required.

REVISION OF POLICY 5035: Student Discipline

In 2019, the Unicameral amended the Student Discipline Act to add referrals to restorative justice practices or services to the list of actions that administrators and teachers may take in addition to student suspensions, expulsions, and alternative assignments. We also updated this policy to reflect the ability of the school to provide consequences to students who knowingly make a false statement or knowingly submit false information during the Title IX grievance process or any other school investigation.

This change is required.

REVISION OF POLICY 5054: Student Bullying

We have made three revisions to this policy. First, we have edited the definition of bullying slightly to make it clear that school administrators may consider both the definition contained in Nebraska law as well as the definition from the Centers for Disease Control when determining whether particular conduct constitutes bullying.

Second, we have added a section which requires students to report all bullying that they experience and/or observe. There have been lawsuits in other states where families claimed that a student suffered terribly from bullying but did not inform the school district about the situation. This makes it clear that a student is obligated to tell a teacher or administrator about bullying so that the district can take responsive action. We have also had situations where parents want to be the intermediary between a bullying victim and the administration. The revisions to the policy require that student to speak directly to a teacher or administrator. Many school districts have adopted anonymous reporting systems to report threatening or bullying behavior. If your district has such a platform, insert it into the policy where indicated. If you do not have such a system, just delete the highlighted sentence.

The third revision states that the school district does not have a special bullying investigation process, but that the staff will follow the same steps that they follow with any other student investigation. Courts that have held school districts financially liable for bullying have stated that schools may not be deliberately indifferent to student bullying. This revision adopts that standard, which is also consistent with the standard you will be required to adopt in your new Title IX policy later this summer.

This change is recommended.

REVISION OF POLICY 6020: Multicultural Education

The multicultural education section of Rule 10 requires the district to have:

- A statement of philosophy or mission;
- Local program goals;
- Curriculum guides, frameworks, or standards that incorporate multicultural education;
- A process for selecting appropriate instructional materials;
- A process for provision of staff development; and
- A process for periodic assessment of the program.

None of these items is required to be included in any school district policy. However, NDE auditors have been looking for these items in your school policy when conducting Rule 10 audits. In order to proactively address this issue, we have amended the policy to include and address each of these areas.

This revision is not required by is highly recommended.

REVISION OF POLICY 6021: 6021 District Criteria for Selecting Evaluators to be Used for Special Education Evaluation

This policy was updated to clarify that any geographic restriction on an evaluation is to be measured by miles that would be traveled by a vehicle on a road traveling from the student's school building to the evaluator. You must be mindful in setting a distance that the district cannot impose any requirements that are more restrictive than those it would impose upon itself. Consequently, you should make clear if any specific evaluations or categories of evaluations would require a larger geographical radius apply. In doing so, you should confer with your special education staff and service providers, such as your regional ESU, to determine whether any of the evaluations you would seek would require an exception to the general geographical boundary. For instance, many schools seek certain visual or related evaluations from NCBVI, which may be outside of the geographical radius that would apply to other evaluations that could be conducted by your local ESU or specialists.

We have also updated this policy to heighten the standards required for independent educational evaluations. Lately, we've seen more and more parents seeking specific evaluations from professionals whose practices or

assessments do not align with commonly accepted educational best practices. We've also seen more parents seeking evaluations from professionals that do not fully consider the student's performance in the educational setting, or collaborate with the school district to appropriately determine the student's special education and related services needs. In response, we want to make explicit many of the requirements you've long imposed upon your own evaluations and evaluators; specifically, the evaluations must consider information about the student's performance and needs from the district, must be provided to the district, and must be conducted by a professional willing to cooperate with the relevant student teams. Further, the policy will require that evaluations be sufficiently comprehensive as to be helpful to the team, and conducted in conformance with accepted standards for reliability. Finally, the policy caps reimbursement for an evaluation at the rate charged by the school district's contracted providers for the same or substantially similar violation.

This change is required.

REVISION OF POLICY 6033: Restraint and Seclusion

In light of the recent emphasis and guidance on the use of restraint and seclusion, we've overhauled our restraint and seclusion policy. This updated policy first incorporates the definitions for physical restraint, mechanical restraint, chemical restraint, and seclusion provided by the Office for Civil Rights in relation to its Civil Rights DATA Collection (CRDC). Overall, we believe these definitions are a useful and fair representation of what schools in Nebraska already recognize. This approach also provides the added benefit of easing your data collection and reporting.

The policy provides several options so that it can be modified to accurately reflect your district's practices. Option A is the most aggressive approach, which recognizes that Nebraska law permits administrative and teaching personnel to take actions reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process, including the use of restraint and seclusion. While this approach is wholly lawful under state and federal law, it is inconsistent with best practices guidance from the state and federal departments of education, and may garner pushback from those agencies if they review your policy. Option B offers a slightly more conservative approach, limiting the circumstances in which physical restraint, mechanical restraint, or seclusion may be used to instances reasonably necessary to prevent physical harm to self, others, *and* property, in addition to therapeutic or medical uses. Option C offers the most conservative approach that trends closely to state and federal guidance. Notably, Option C limits the use of physical restraint and seclusion

to situations where a student’s behavior risks causing physical harm to self or others, but does not consider harm to *property*. If you wish to revise any of these options to better fit your district’s needs, we’ll be happy to help and discuss the nuances of this area of the law.

Next, this policy now provides specific procedures regarding the use of restraint and seclusion techniques. These procedures satisfy the expectations of the state and federal departments of education, and provide additional evidence that the district was not negligent in implementing these techniques. These procedures recognize that a student’s pattern of behavior necessitating the use of restraint or seclusion should be referred to the appropriate student team for consideration. The policy also calls for instances of restraint and seclusion to be recorded in some manner, so that the district can meet its reporting obligations.

Finally, this policy calls for all staff members to be provided notice of this policy and trained on its contents. Staff members identified as likely to implement the restraint or seclusion interventions authorized by the policy are to receive additional training as appropriate. This is another important piece of evidence to demonstrate that the school district met its standard of care in implementing the restraint and seclusion policy, and is a focal point of relevant guidance.

This change is required.

Forms Changes

Collaborative Plan Addressing Barriers to Attendance

Section 79-209 requires schools to hold one or more meetings between, at a minimum, a school attendance officer, a school social worker, or a school administrator or his or her designee, the person who has legal or actual charge or control of the child, and the child, when appropriate, to attempt to address the barriers to attendance. The result of the meeting or meetings is to develop a collaborative plan to reduce barriers identified to improve regular attendance. Section 79-209 was amended to require the plan to consider referrals to restorative justice practices or services. This form has been amended to add this requirement.

This form is required.

Guest Speaker Request Forms

Two guest speaker request forms have been created. One is for classroom or activity guest speakers. The other is for multi-grade assembly guest speakers.

This form is not required by is highly recommended if you adopt new Policy 3056.

Other Issues To Consider

Title VII and Transgender Staff and Student Cases

In the chaos of COVID-19 and new Title IX sexual harassment regulations, it has been easy to forget that the U.S. Supreme Court will likely decide some or all of the legal issues regarding the rights of LGBTQ+ individuals under Title VII (for employees) and Title IX (for employees and students). The Supreme Court combined three cases that will be decided in the next few weeks, involving two homosexual individuals and one transgender individual suing their former employer for sex discrimination based on their LGBTQ+ status.

Courts have always looked to Title VII's prohibition against discrimination "based on sex" when interpreting Title IX's prohibition against discrimination "on the basis of sex." It was clear from the transcripts of the arguments that the Justices see the impact these employment cases will have on public schools. The Justices pointedly noted that the Court's decision in these cases will be used by individuals and advocates when addressing Title IX issues in schools--no matter which way they decide it. They focused on the fact that if the Court decides it is discriminatory to fire or take other adverse employment action based on an individual's sexual orientation or gender identity, the proverbial floodgates will open. Several Justices asked specific questions about things like locker rooms, bathrooms, and participating in activities such as contact sports. The Court's decision may not necessarily require policy changes, but it could fundamentally alter the legal landscape we have been talking about for years.

There is also ongoing litigation in Connecticut regarding a policy permitting participation in athletics by transgender individuals. This case has made recent headlines, and OCR has determined that the policy actually violates Title IX by allowing biological male students to compete in female activities,

consistent with their gender identity. The Obama Administration encouraged the exact opposite, so this is another in a line of circumstances where the Trump Administration's OCR has declared a policy invalid based on changes required by the Obama Administration's OCR!

EDGAR Audits

In 2017 we provided you with Policy 3003.1 and 3004.1 to address the new requirements of the federal Education Department General Administrative Regulations (EDGAR). EDGAR regulations to all federal grants that are made by the US Department of Education to local school districts directly and to all funds that pass from the federal government through state departments of education to local schools. This means that EDGAR governs most local school districts' special education, school breakfast and lunch, and Title I programs. Our policy 3004.1 includes everything that is required by those regulations to be in policy. Unfortunately, some of the individuals who have been contracted by the Nebraska Department of Education believe that schools must adopt a free-standing policy for nutrition services or are telling schools that they must revise their policy. This is not the case, and we have worked closely with the NDE Nutrition Services staff to vet policy 3004.1. However, many of the auditors are contracted staff working from checklists that are not Nebraska-specific. If you are a policy service subscriber and you receive a corrective action notice regarding your EDGAR procurement policy, forward that notice to one of us so that we can resolve this issue for you.

Future Ready District Technology Profiles

NDE has been gathering technology profiles from each school district as part of its Future Ready Framework and Nebraska's Educational Technology and Digital Learning Plan. Section 4 of the survey asks about whether the district has staff policies in place addressing specific topics. For your ease of reference when you or your staff are completing the profile, the content areas that the profile asks about are listed below, with the corresponding policy referenced:

<i>Section 4 Question 1 (staff policies)</i>	
Acceptable Use Policy	5037
Cyberbullying	5054

Children’s Online Privacy Protection Act (COPPA) Compliance	5037
Email Usage and Security	5037
Family Educational Rights and Privacy Act (FERPA) Compliance	5016 and 5017
Social Media Use	4051
Universal Design or Digital Accessibility for Learning	No policy (A policy on this is not required)
<i>Section 4 Question 3</i>	
Acceptable Use Policy	5037
Cyberbullying	5054
Digital Citizenship	5054
Children’s Online Privacy Protection Act (COPPA) Compliance	5037
Email Usage and Security	5037
Family Educational Rights and Privacy Act (FERPA) Compliance	5016 and 5017
Social Media Use	No policy (any attempt to broadly govern student social media use in policy will likely violate the First Amendment. Instead we advise schools to take an educational approach in teaching students about appropriate social media use.)

Leave Under the Families First Coronavirus Response Act

As we have shared through our email updates and webinars, earlier this spring Congress passed the Families First Coronavirus Response Act (“FFCRA”) which created two types of employer-paid leave: Employer-Paid Sick Leave and Emergency Family and Medical Leave. These types of leave can be taken for certain reasons related to the novel coronavirus and COVID-19. Many of the requirements of this new leave program are mandatory, but employers (like the school district) do have some discretion and/or choices to make with respect to how you administer the leave and respond to requests.

There are at least two details for the district to consider. First, whether you will allow employees to supplement the amount of pay that they receive pursuant to the FFCRA with pre-existing paid leave under the terms of their employment agreement with you. Second, how you will handle requests from employees to take Emergency Family and Medical Leave (and in certain narrow instances Emergency Paid Sick Leave) on an intermittent basis.

As of now, FFCRA leave is only available through December 31, 2020. As a result, we decided that at this point it probably does not make sense for your board to formally adopt FFCRA-specific provisions to be part of your regular board policies. So, you will not see any FFCRA leave-specific policies in these updates. Still, we recommend that you think about how you will administer FFCRA leave (including the two specific issues identified above) and have a plan to respond to requests. We are happy to discuss these details and options with you.

HANDBOOKS

With all of the uncertainty surrounding what school will look like for the 2020-21 school year, we are reluctant to advise permanent policy changes addressing COVID-19 issues. However, it is almost certain that school operations will have to be modified substantially next school year. And we know that many districts send their handbooks to be printed in the early summer. In order to put families on notice about possible rule modifications based on the pandemic while still maintaining maximum flexibility, we are suggesting that schools add the following wording into their handbooks:

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

While this isn't a cure-all, it should put families on notice that the rules may change for 2020-21. Notice that the district will have an affirmative obligation to distribute any changes, although the format of that distribution will be up to you. If you use KSB's model handbooks, this wording will be included in the 2020-21 updates which will be available in mid-June. If you do not use our model handbooks, you can insert this wording into your handbooks on the receipt page, right above the student and parent signature blocks.

Policies to be Expected In Updates 2 and 3

COVID-19 really wreaked havoc on our plans to have all policy and handbook updates done for June board meetings. Based on the unique deadlines and effective dates we've laid out below, we may even recommend that school boards schedule their meetings slightly differently this fall.

The Unicameral session is tentatively scheduled to resume July 20 and adjourn *sine die* on August 13. That means any laws passed between the start of session in January and through August 13 that do not have an emergency clause will become effective three months after August 13. If all goes according to plan, this should be on or about **Friday, November 13, 2020**. Most schools would likely have November board meetings on November 9, the second Monday. If your board meeting is not scheduled to be held prior to that date, you may want to consider doing so to avoid having the effective date change your meeting notice requirements.

The U.S. Department of Education (finally) released their new Title IX regulations in early May, which have now been published officially in the Federal Register. They will become effective **August 14, 2020** unless they

are delayed by Congress or by judicial action. Most schools will meet on August 10, the second Monday. Although we will have Title IX policies and other items for you to begin reviewing prior to that date, you should consider moving your board meeting to a date before August 14 if possible to avoid a special meeting to implement the new Title IX policies prior to the effective date.

The typical meeting schedules line up fairly well with effective dates, but schools and ESUs will still need to have policies, handbooks, and notices ready this summer to begin the 2020-2021 school year, even if there are relatively few changes until those dates noted above. There will almost certainly be additional policy, handbook, and other impacts related to COVID-19 as we move toward the fall, as well. This is why we are stuck with three separate sets of updates this year.

We will try to make this as painless and straightforward as possible, but we know administrators and boards are already preparing for some tough decisions and longer board meetings. In light of that, here is our tentative schedule for additional updates in the coming weeks and months.

May 29: Initial policy and form revisions sent. Initial handbook updates available. *However*, if your district has the luxury of time because you don't have to send them to a printer, you may want to discuss if you can wait to finalize handbooks until the COVID-19 and Title IX updates are clearer.

June 1: Initial policy webinar. This will be recorded and posted on our website.

Sometime between July 1 - August 7: Second policy, form, and handbook revisions sent. These will include COVID-19-related considerations for reopening this fall and Title IX policies, handbook updates, and forms. These will be sent based on planned training schedules, litigation tracking, and additional federal guidance on implementation. You may have your own updates to make based on your individual COVID-19 plans, as well.

We do want to note that we plan to make the handbook updates available in two forms: (1) updates included in our full handbooks, and (2) 20-21 handbook "supplements" for those schools that have already completed handbook updates and do not want to reprint or resend the entire handbook.

On or before October 30: Third policy, form, and handbook revisions sent to accommodate the effective dates of new legislative action from

the Unicameral. If there are any additional handbook updates or changes, we will again provide them in two forms.

October 31: Everyone from KSB will trick-or-treat dressed as “attorneys really sick of COVID-19 and policy updates.”

Tuesday, November 3: Presidential election that may or may not unravel a lot of this work.

At least the following policies will be coming in later rounds of updates:

Title IX (new): due to new regulations effective Aug. 14, but with plenty of time in between now and then for legislative delays or court injunctions. Lawsuits are already pending.

COVID-19-related changes: your guess is as good as ours.... We plan to consider changes throughout June and July, as information develops. We also plan to collaborate with NRCSA and its committees on reopening issues.

Meetings (2008): due to LB 148 and delayed effective date.

Budget (3001): due to LB 148 and delayed effective date. Because the effective date will be after the budget submission deadline, then these changes will be effective in November but likely will not affect the budget process until 2021. However, they could impact any budget amendments, which may be prevalent this year based on ever-changing COVID-19 relief aid and impacts from the virus.

Parental Involvement (5018): this may be updated based on ongoing discussions with NDE regarding the conflict between the rights of a parent to request an opt out from state assessments and the state and federal law that requires “all students” to be assessed.

CONCLUSION

It is all too easy to adopt policies that look good, but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing **policy service**. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any one of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

2002
Organization of the Board, Board Officers, Check Signing, and
Committees

1. Membership, Term and Election

- a. The Board of Education shall be comprised of nine members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary

shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer.
- ii. The treasurer may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized.

3. Signing and Authorizing Checks, Warrants, and other Instruments.

- a. Unless otherwise delegated by the board, the president and secretary of the board shall sign checks, warrants, and other instruments of the district.
- b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.
- c. The board delegates that the vice president or treasurer may sign any warrant in the absence of either the president or the secretary.

4. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or

no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:

- i. : If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
- ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
- iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

5. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
 - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
 - ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
 - iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
 - iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence,

establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;

- v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
 - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
 - 3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event;
- viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

6. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
 - i. A member submits his or her formal resignation from the board.
 - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
 - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
 - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: November 2012

Revised on: _____

Reviewed on: July 2018

Reviewed on: July 2019

Reviewed on: July 13, 2020

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. It should not include parents or board members. Members of the school crisis team may also serve on the threat assessment team. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to

evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Adopted on: September 2017

Reviewed on: July 2019

Revised on: _____

3046 Animals at Schools

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. SERVICE ANIMALS

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

School District Inquiries. School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

Request. A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

Health and Vaccination. The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

III. THERAPY ANIMALS

A "therapy animal" is an animal that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort, or companionship. Therapy animals are not "service animals" as that term is used in the Americans with Disabilities Act.

Therapy animals will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: _____

Revised on: July 2017 (renumbered from 5060)

Reviewed on: July 2019

Reviewed on: July 13, 2020

3056 Guest Speakers

The school board recognizes that guest speakers with demonstrated expertise in areas of interest to the school district and its students may enrich the students' educational experiences. The school district has adopted this policy to ensure that the messages provided by outside speakers do not conflict with school district policies, the fundamental values of a public school education, or the legal limitations placed on public school districts. Individuals who wish to invite a guest speaker must follow the procedures outlined below.

Classroom or School-Sponsored Activity Guest Speakers. Teachers or activity sponsors who desire to invite a guest speaker to address his or her class or activity members must:

1. Research the guest speaker, have a clear understanding of the guest speaker's purpose and message, and determine that the speaker's message complies with the school district's policies and fundamental values.
2. Complete a Guest Speaker Request Form and submit it to the building principal at least 14 days prior to the proposed appearance.
3. Notify the main office of name, time, and date of the guest speaker's appearance (if the request is approved).
4. Notify parents of the name, time, date, and topic and summary of the presentation at least 7 days before the presentation (if the request is approved).
5. Require the guest speaker to submit a copy of any visual or written materials to the employee at least 24 hours prior to any presentation. The employee shall submit the materials to the principal upon receipt.
6. Prepare students in advance for the experience.
7. Inform the guest speaker that students or employees may ask challenging questions or offer differing viewpoints.
8. Terminate the presentation if the speaker fails to limit his or her remarks to the subject on which he or she has been invited to speak.
9. Remain with the speaker and students to facilitate and monitor the discussion.

10. Provide appropriate follow-up activities and education.

Assembly Speakers. Employees who desire to invite a guest speaker to address staff or students at an assembly must follow the identical procedures outlined above. In addition, the employee must submit the Guest Speaker Request Form to the superintendent at least 14 days prior to the proposed appearance and the speaker submitted materials upon receipt.

Request Consideration. The administrator(s) must research the guest speaker and determine that the speaker's message complies with the school district's policies and fundamental values. If it does not comply, the administrator will reject the request. If it does comply, the administrator shall then consider the following factors when approving or denying the request:

1. The guest speaker's ability to appropriately and adequately address the topic with the students based upon the speaker's education, training, expertise, or other qualifications.
2. The materials submitted by the guest speaker.
3. The educational value to students of the presentation.
4. The relevance of the presentation to the class, activity, or school's educational mission.
5. Whether the topic of the presentation is appropriate for the students' ages and level of maturity.
6. Whether the speaker has a history of providing factual information in a fair and balanced manner or if he or she has previously advocated for a particular position or espoused personal opinion, bias, or partisanship.
7. Whether the speaker's proposed presentation is consistent with the fundamental values of a public school education and/or encourages the fundamental values, habits, or manners of civility.
8. Whether the speaker's proposed presentation will satisfy the Nebraska Department of Education's accreditation, curriculum, or standards requirements or recommendations.

The administrator shall notify the employee of his or her decision.

Controversial Issues. If the employee or administrator determine that the guest speaker's topic or presentation is partisan or controversial but will still be of benefit to the students, (1) the employee and administrator will work

with the guest speaker to develop a plan that will allow the issue to be presented in an objective and unbiased manner and/or (2) the employee and administrator will develop a plan that will allow opposing viewpoints to be presented. The employee will notify students and their parents at least 7 days in advance of the nature of the presentation. If a student does not wish to attend a controversial presentation, the employee will either excuse the student from attending or provide an alternative assignment.

Other Requirements. The inviting employee or appropriate administrator may interrupt or stop the presentation if it violates this or any other school policy.

Adopted on: July 13, 2020

Revised on: _____

Reviewed on: _____

**Guest Speaker Request Form
Classroom or School-Sponsored Activity**

Teacher/Sponsor: _____

Date: _____

Class/Activity: _____

Proposed Date and Time: _____

Speaker: _____

Speaker Affiliation: _____

Purpose and Message of Presentation: _____

Speaker Qualifications: _____

I have read school district policy regarding guest speakers and have complied or will comply with all of its requirements.

Teacher

Date

Principal

Date

Approved: _____

Denied: _____

Reason: _____

**Guest Speaker Request Form
Assembly**

Teacher/Sponsor: _____

Date: _____

Proposed Date and Time: _____

Speaker: _____

Speaker Affiliation: _____

Purpose and Message of Presentation: _____

Speaker Qualifications: _____

I have read school district policy regarding guest speakers and have complied or will comply with all of its requirements.

Teacher

Date

Superintendent

Date

Approved: _____

Denied: _____

Reason: _____

4003 Drug Policy Regarding Drivers

Policy Statement. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Designated Contact. The school district has designated [insert designated individual] as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

[Insert designated individual] may be contacted at [insert contact information.]

Covered Drivers. Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or

unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct. No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

Consequences for Violations. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action

which may include termination of the driver's employment, and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Return to Duty Process. A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain

hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

Medical Resource Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's

previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: May 13, 2013

Revised on: July 13, 2020

Reviewed on: _____

4062 Locker Room Supervision

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are

met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Adopted on: July 13, 2020

Reviewed on: _____

Amended on: _____

5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Infinite Campus.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from

student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: July 2012

Revised on: July 2019

Reviewed on: _____

5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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 he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended **will** be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: **Work other than examinations will be done at home or under the supervision of a staff member outside of the school day. All examinations will be completed under staff supervision.**

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days

(long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **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.
2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **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, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for

expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any 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;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes 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 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*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;

9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. 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, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);

- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. 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.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;

5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: July 2018

Revised on: July 2019, July 13, 2020

Reviewed on: _____

6020 Multicultural Education

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

Philosophy, Mission, and Program Goals. The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

District Guides, Frameworks, or Standards. Appropriate district staff and/or committee(s) will review the school district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

Selecting Appropriate Instructional Materials. Appropriate school district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the school district's multicultural education program.

Providing Staff Development. Appropriate school district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with school district and program goals.

Periodic Assessment. Appropriate school district staff and/or committee(s) will periodically review the school district's multicultural education program by reviewing the criteria in this policy to assess whether the school district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

Annual Status Report. The superintendent will provide the board with a report on the status of the school district's multicultural education program annually.

Adopted on: _____

Reviewed on: July 2016

Revised on: July 2017

Reviewed on: July 13, 2020

6021
**District Criteria for Selecting Evaluators to be Used for Special
Education Evaluation and Verification and Independent Educational
Evaluations**

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 350 miles of the building of the district where the child attends when driving by ordinary public roadways.
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.
6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related

services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.

7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: November 2015

Reviewed on: July 2016

Revised on: July 2018

Reviewed on: July 13, 2020

6033 Restraint and Seclusion of Students

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

Definitions

Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Chemical restraint refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

Seclusion refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

Use of Restraint and Seclusion

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

[Option A: Most Aggressive Approach]

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy as reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

[Option B: Aggressive Approach]

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy:

- as reasonably necessary where the student's behavior risks causing physical harm to self, others, and property;
- in accordance with the student's IEP, Section 504, or behavior intervention plan; *or*
- as otherwise prescribed, recommended, or suggested by a medical or related services provider.

[Option C: Conservative Approach]

The use of mechanical restraint is strictly prohibited. The use of physical restraint and seclusion is permitted in a manner consistent with this policy as reasonably necessary where the student's behavior risks causing physical harm to self or others.

Procedures

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;
- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

Recording and Reporting

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

Training

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Adopted on: November 2015

Reviewed on: July 2016

Revised on: July 13, 2020

Collaborative Plan Addressing Barriers to Attendance

Student Name: _____ Student Grade: _____

Building Assignment: _____

Classroom/Homeroom Teacher: _____

Number of student absences at time of meeting: _____

What are the primary reasons the student has been absent:

Based on that information, meeting participants considered the following issues:

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to restorative justice practices or services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: _____

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff:

Steps to be taken by student:

Steps to be taken by parent/guardian:

Steps to be taken by third parties:

Parent/Guardian*: _____

Student: _____

Attendance Officer: _____

Social Worker or School Administrator: _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement.

Please note that if your student accrues more absences than are allowed by the board of education's policy, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).

I have received a copy of this Plan, including the above notice:

Parent/Guardian*: _____

Student: _____

**If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.*

69. Policy Review

Action Item

A. Parent Involvement Policy

Action Item

1. Parent Involvement Policy Hearing

Action Item

President Baney declares the hearing open.

President Baney declares the hearing closed.

a. Parent involvement policy action

Procedural Item

b. Motion to reaffirm the parent involvement policy (5018). Passed with a motion by Jason Frederick and a second by Nick Ladenburger.

c. Brad Baney: d. Yea

e. Jason Frederick: f. Yea

g. Steve Guernsey: h. Yea

i. Craig Kerchal: j. Yea

k. Nick Ladenburger: l. Yea

m. Kent Lorens: n. Yea

o. Toby Marlin: p. Yea

q. Shad Stamm: r. Yea

s. Motion to reaffirm the parent involvement policy (5018). Passed with a motion by Shad Stamm and a second by Nick Ladenburger.

t. Brad Baney: u. Yea

v. Jason Frederick: w. Yea

- | | |
|-----------------------|---------|
| x. Steve Guernsey: | y. Yea |
| z. Craig Kerchal: | aa. Yea |
| bb. Nick Ladenburger: | cc. Yea |
| dd. Kent Lorens: | ee. Yea |
| ff. Toby Marlin: | gg. Yea |
| hh. Shad Stamm: | ii. Yea |
| jj. | |

2. Multicultural Education Report (6020)

Action Item

Annually, the board must receive a report about the district's multicultural education curriculum.

3. Motion to approve the multicultural report as presented. Passed with a motion by Steve Guernsey and a second by Kent Lorens.

- | | |
|-----------------------|---------|
| 4. Brad Baney: | 5. Yea |
| 6. Jason Frederick: | 7. Yea |
| 8. Steve Guernsey: | 9. Yea |
| 10. Craig Kerchal: | 11. Yea |
| 12. Nick Ladenburger: | 13. Yea |
| 14. Kent Lorens: | 15. Yea |
| 16. Toby Marlin: | 17. Yea |
| 18. Shad Stamm: | 19. Yea |
| 20. | |

B. Title I Parental Involvement Policy

Action Item

1. Title I Parental Involvement Policy Hearing

Action Item

2. Title I Parental Involvement Policy Action

Procedural Item

NDE is looking for evidence of parental input in the "annual evaluation" of the Title I policy and programs.

3. Motion to reaffirm the Title I parental involvement policy (5057) Passed with a motion by Shad Stamm and a second by Nick Ladenburger.

- | | |
|-----------------------|---------|
| 4. Brad Baney: | 5. Yea |
| 6. Jason Frederick: | 7. Yea |
| 8. Steve Guernsey: | 9. Yea |
| 10. Craig Kerchal: | 11. Yea |
| 12. Nick Ladenburger: | 13. Yea |
| 14. Kent Lorens: | 15. Yea |
| 16. Toby Marlin: | 17. Yea |
| 18. Shad Stamm: | 19. Yea |
| 20. | |

C. Student Fees Policy Hearing and Approval

Action Item

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

The district will not charge insurance or damage deposit for the use of school district computers. Students will be responsible to pay for all damage to the equipment they are issued. If the computer is damaged beyond repair the student will be required to pay replacement costs before they will be issued a new device.

6. Extracurricular Activities.

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

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

- Student Activity Card: \$30
 - Covers admission to all extracurricular events
- Student Participation Fee: \$0
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$50
- National Honor Society: \$50
- Cheerleading, Drill Team, Flag Corps: \$900
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$900
- Football: \$ 500
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$200
 - Students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, and Wrestling: \$100
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$50
 - Students must purchase their own jackets and pay dues
- Rifle and Trap Teams: \$50
 - Students must provide their own weapons and ammunition
- FCCLA: \$50
- Spanish Club: \$50

7. Post-Secondary Education Costs.

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

8. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be \$15 per week.

9. Copies of Student Files or Records.

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

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

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

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

The maximum dollar amount charged by the district for these services shall be \$5.00 per day.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be \$25.00 per day.

12. Charges for Food Consumed by Students.

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

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

- Breakfast Program – Grades K-8
 - Regular Price \$2.55
 - Reduced Price \$0.30
- Breakfast Program – Grades 9-12
 - Regular Price \$2.55
 - Reduced Price \$0.30
- Lunch Program – Grades K-8
 - Regular Price \$3.00
 - Reduced Price \$0.40
- Lunch Program – Grades 9-12
 - Regular Price \$3.25
 - Reduced Price \$0.40

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$650
 - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

- Swing Choir: \$250
 - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$150.00

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$10.00.

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted: July 2011

Reviewed: July 2012

Reviewed: July 2013

Reviewed: July 2014

Reviewed: July 2015

Reviewed: July 2016

Reviewed: July 2017

Reviewed: July 2018

Revised and Reviewed: July 2019

Reviewed: July 13, 2020

1. Review of student fees collected

Action Item

2. Motion to reaffirm policy 5045-student fees. Passed with a motion by Toby Marlin and a second by Steve Guernsey.

- | | |
|-----------------------|---------|
| 3. Brad Baney: | 4. Yea |
| 5. Jason Frederick: | 6. Yea |
| 7. Steve Guernsey: | 8. Yea |
| 9. Craig Kerchal: | 10. Yea |
| 11. Nick Ladenburger: | 12. Yea |
| 13. Kent Lorens: | 14. Yea |
| 15. Toby Marlin: | 16. Yea |
| 17. Shad Stamm: | 18. Yea |
| 19. | |

20. Student fees policy public hearing. There is no requirement to have this outside the regular meeting.

Action Item

D. Review of Bullying Policy

Action Item

E. Motion to reaffirm bullying policy 5054.00 Passed with a motion by Shad Stamm and a second by Jason Frederick.

- | | |
|----------------------|--------|
| F. Brad Baney: | G. Yea |
| H. Jason Frederick: | I. Yea |
| J. Steve Guernsey: | K. Yea |
| L. Craig Kerchal: | M. Yea |
| N. Nick Ladenburger: | O. Yea |
| P. Kent Lorens: | Q. Yea |
| R. Toby Marlin: | S. Yea |
| T. Shad Stamm: | U. Yea |
| V. | |

W. Teacher Evaluation (4031).

Action Item

The district must communicate with staff members in writing about the evaluation process which is covered in the staff handbook. If the district revises its evaluation instrument or process, it must submit the revised policies and procedures to NDE for approval. Currently, the plan is to stay with the current evaluation tool,

X. Motion to acknowledge communication to staff of the current evaluation tool-4031.

Passed with a motion by Kent Lorens and a second by Nick Ladenburger.

Y. Brad Baney:	Z. Yea
AA. Jason Frederick:	BB. Yea
CC. Steve Guernsey:	DD. Yea
EE. Craig Kerchal:	FF. Yea
GG. Nick Ladenburger:	HH. Yea
II. Kent Lorens:	JJ. Yea
KK. Toby Marlin:	LL. Yea
MM. Shad Stamm:	NN. Yea
OO.	

PP. Safety and Security Committee (3040)

Action Item

The safety and security committee must meet annually. The safety plan must be reviewed by at least one person who is not on the committee and not an employee of the district.

QQ. Motion to approve/reaffirm the safety and security plan and procedure policy 3040.

Passed with a motion by Jason Frederick and a second by Shad Stamm.

RR. Brad Baney:	SS. Yea
TT. Jason Frederick:	UU. Yea
VV. Steve Guernsey:	WW. Yea
XX. Craig Kerchal:	YY. Yea
ZZ. Nick Ladenburger:	AAA. Yea
BBB. Kent Lorens:	CCC. Yea
DDD. Toby Marlin:	EEE. Yea
FFF. Shad Stamm:	GGG. Yea
HHH.	

III. Attendance and Excessive Absenteeism (5001)

Action Item

The board must review this policy annually and the review must be in collaboration with the county attorney.

JJJ. Motion to approve review of the attendance and excessive absenteeism policy 5001.

Passed with a motion by Shad Stamm and a second by Toby Marlin.

KKK. Brad Baney:	LLL. Yea
MMM. Jason Frederick:	NNN. Yea
OOO. Steve Guernsey:	PPP. Yea
QQQ. Craig Kerchal:	RRR. Yea
SSS. Nick Ladenburger:	TTT. Yea
UUU. Kent Lorens:	VVV. Yea
WWW. Toby Marlin:	XXX. Yea
YYY. Shad Stamm:	ZZZ. Yea
AAAA.	

70. Reports

Action Item

A. Technology report

Information Item

B. Elementary principal report

Information Item

Elementary Report

July 13, 2020

Summer Lunch Program

- Serving until July 30th.

Reading

- Purchasing new reading material for (Wonders)
- Really Great Reading (Phonics Based Program)

Math

- New math curriculum (Eureka, Zurn, Con-Academy)

Staffing

- Nurse - Benkelman Elementary
- 3 Aides - Benkelman Elementary
- Secretary - Stratton Elementary

Summer School

- Teachers, Ms. Fahrenholz Math, Mrs. Sullivan Reading.
- 35 students invited. 28 confirmed attendance. 26 have attended.

Mr. Rotherham

C. Secondary principal report

Information Item

High School Principal Report

Date: 07/13/2020

Opening:

- Introduction
- Thank you for the opportunity to fulfill the role of Principal at Dundy County Stratton
- Thank you to the community for making my families transition into the area enjoyable.

Staffing:

- K-12 Guidance Counselor - Kylee Forch
 - She has been coming in to assist me review student transcripts for credit deficiencies.
 - She has been a great asset to me and I greatly appreciate her willingness to put in extra work to make our students successful

Business:

- Summer School
 - Students with credit deficiencies were identified and invited to complete Odysseyware work in the school building to receive additional support.
 - July 6th to July 30th
 - Monday to Thursday
 - 8:00am - Noon
 - Students are showing an increase in work completion since being allowed to come into the building.
- Preparing Digital Class Registration Forms to occur with Computer Check-Out
 - Planning a date for early August before the school year
- George Toman the NeMTSS Regional Leader for Western Nebraska, sent us a nice letter recognizing the passion of our elementary and high school staff members that attended the NeMTSS Training in February

Maintenance:

- Painting "Home of the Tigers" and bleacher area
- Floors have been refinished
- Painting in the office area

I want to recognize the efforts of our maintenance department. They have done an excellent job getting our school building ready for the upcoming school year.

D. Transportation report

Information Item

DUNDY COUNTY STRATTON SCHOOLS VEHICLE REPORT								June 2020
VEHICLE	CAP	VIN	ODOMETER	ODOMETER	MILES	GALS	MAINTENANCE	
			BEG	END				
1	2000 BLUEBIRD Bus (Coach)	50	6003	133385	133385	0.0	0.0	
2	2005 Van Hool Coach	58	4313	62582	62582	0.0	0.0	
3	2015 Blue Bird Yellow Bus	35	8212	58301	58301	0.0	0.0	
4	99 INTERNATIONAL	60	5599	206043	206043	0.0	0.0	
5	02 CHEVY	23	2233	160079	160079	0.0	0.0	rpl rear brake shoes; rpl wheel seals rear; rpl front brake pads; rpl wheel seals front; rpl inner & outer bearings front wheels
6	14 Blue Bird Bus	47	7776	127646	127646	0.0	0.0	
7	99 GMC V8	21	7994					
8	2014 Blue Bird	77	1039	98511	98511	0.0	0.0	
9	02 CHEVY V8	23	7370	166866	166891	25.0	0.0	
10	12 Ford E-350 Van	10	8792	89292	89294	2.0	0.0	
11	19 International Bus	35	6442	45878	45878	0.0	0.0	
12	2020 IC Bus	47	1961	17,110	17,110	0.0	0.0	
13	05 Taurus Gold	5	4124	123426	123426	0.0	0.0	
14	05 Taurus Grey	5	3776	127045	127045	0.0	7.0	
15	10 Chevy Impala	5	9642	117943	117943	0.0	0.0	
16	05 Suburban	8	9871	187017	187345	328.0	22.4	chg oil & filter; chk all fluids & lubed vehicle
17	06 Suburban - Maroon	8	2698	161898	162808	910.0	45.9	
18	06 Suburban - grey	8	6085	201316	201468	152.0	0.0	
19	13 Ford Expedition	8	8563	170008	170145	137.0	0.0	rpl 4 vent leavers; rpl 4 seat belt moldings; rpl 4 seat moldings; rpl rear door upper molding
20	02 Taurus (Red)	5	6498	100378	100378	0.0	0.0	
21	01 Taurus	5	6788	149369	149369	0.0	0.0	
22	sold					0.0		
23	99 Chevy Mid Bus	22	0121	135102	135102	0.0	0.0	
24	97 Taurus	5	9015	190738	190738	0.0	0.0	
25	96 Taurus -Green	5	6462	170188	170188	0.0	0.0	
26	2010 Blue Bird	47	2236	175995	175995	0.0	0.0	rpl wiring harness from engine to cab; rpr wiring from door switch to stop sign
27	2012 Blue Bird	47	0004	152345	152381	36.0	0.0	
28	2001 Chevy Silverado		8211	141754	142092	338.0	42.0	chg oil & filter; chg air filter; chk all fluids & lubed vehicle; rpl front & rear shocks; rpl fuel filter; rpr windshield washer bottle
29	2018 Ford 350 Transit		9985	27786	27892	106.0	0.0	
30	09 Ford F-350 Van	12	3952	121117	121342	225.0	26.7	
31	07 Ford Expedition	8	9506	229811	229938	127.0	0.0	
32	sold					0.0		
33	10 Ford E-350	10	5937	110379	110380	1.0	0.0	
34	99 Suburban Blue	9	2627	153138	153138	0.0	0.0	
	ACTIVITY					2387.0		
	GAS CAN						19.8	
	Gas - Stratton							
	DIESEL CAN						20.7	
	Diesel - Stratton							
	Other - air compressor @ barn							
	F-935 John Deere							
	Besler Trailer							
	425 Mower (Benk)							
	345 Mower (Haigler)							
	345 Mower (Stratt)							
	Diesel Fuel Tank							
	Weedeaters - Stratton							

E. Superintendent report

Information Item

Superintendents Report 7.13.20 6:00 pm Board of Education Meeting

Compliments go to those involved with organizing and conducting a very nice graduation.

The district is currently looking into upgrading and adding new safety and security systems in our buildings and busses. What we currently have is a minimum level of equipment and security measures. Without these upgrades we will continue to face the chance of serious issues/ litigation.

Launch Nebraska Committee (Safety Committee) will meet on Thursday, July 16th, at 2:00 pm, to conduct collaborative discussions on a framework for starting the 2021 school year. This plan will include information from the CDC and our Regional State Health Department. This plan will define the preventative practices that will be enacted in our schools along with plans for the possibilities of a Covid 19 presence locally and the restrictions that will then become mandates from the Health Department.

Purchases to support the district with this plan include:

- *Water Bottle fill stations (replace over drinking fountains). (5)
- *Electro Static Diffusers with product to kill viruses. (5)
 Will be used for busses and classrooms.
- *Cloth (washable) masks. Three per district student/staff member.
- *PPE hand sanitizer and stations.
- *Building cleaning products.

Superintendent District Goals for 2021 school year.

1. Provide for the Health and Safety of our students and staff, thus, providing the same for our communities.
2. Academic Leadership..... Work with the Board and Administration to bring ideas and concepts of change that will create higher levels of academic achievement.
3. Increase Communication channels with all stakeholders.

I want to recognize our administrative team/staff for their efforts to start things out this year. Great things are happening and I am proud of them all for their contributions to this district.

Activities:

Word from the NSAA is that ALL options are on the table for discussion for this fall.

F. Board and committee reports

Information Item

1. Board information

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2. Finance/Budget/Legislation committee

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3. Transportation/Facilities/Grounds committee

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4. Curriculum/Activities/Staff Development committee

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5. Americanism committee

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6. Negotiations committee

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71. **Adjourn**

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72. Motion to adjourn at 7:58 Passed with a motion by Kent Lorens and a second by Craig Kerchal.

73. Brad Baney: 74. Yea

75. Jason Frederick: 76. Yea

77. Steve Guernsey: 78. Yea

79. Craig Kerchal: 80. Yea

81. Nick Ladenburger: 82. Yea

83. Kent Lorens: 84. Yea

85. Toby Marlin: 86. Yea

87. Shad Stamm: 88. Yea

89.