

**REGULAR MONTHLY MEETING
GORDON-RUSHVILLE SCHOOLS BOARD OF EDUCATION
DISTRICT NO. 81-0010
Monday, December 13, 2021
Conference Room, 810 N Oak Street, Gordon, NE 69343**

The meeting agenda is available online on the district's website under the school board link and will be finalized 24 hours before the meeting.

- I. Open the Meeting
- II. Call to Order/Nebraska Open Meetings Law
- III. Excuse Absent Members Dave Johnson
- IV. Publication of Meeting
- V. Acceptance of the agenda
- VI. Audit Report presented by Michael Scow Dana Cole and Co.
- VII. Public Forum - No Public Forum in December
- VIII. Celebration of Excellence Mr. Slama received The Nebraska Association of Elementary School Principals Association Distinguished Elementary Principal Award and will represent Nebraska in the National Distinguished Principal recognition sponsored by NAESP.
- IX. Reports
 - IX.A. Building Principals, Activity Director and SPED Director
 - IX.B. Superintendent
 - IX.C. Board Committees - Negotiations Committee, Policy Committee, and Americanism Committee
 - IX.D. Other School Personnel
- X. Consent Agenda
 - X.A. Minutes of the Regular Meeting of Dist. 81-0010 of November 8, 2021, and BOE Work Session of Nov. 8, 2021, Finances: General Fund Bills \$792,707.10, Building Fund Bills \$0, Depreciation Fund Bills, \$7,204.25 Qualified Capital Fund Bills \$0, Cooperative Fund Bills, Lunch Fund Bills \$47,728.82, Bond Fund Bills, Transfers From Investment fund to General Fund \$450,000.00, From Bldg Fund to Investment Fund \$3,250.00, From Investment fund to Depreciation Fund \$7,000.00 resignation(s)
- XI. Discussion Items Recognition and appreciation of scholarship donations from the family of Louis Schmidt and the family of Michael Ferguson.
 - XI.A. Discuss future bus needs
- XII. Action Items
 - XII.A. Discuss, Consider, and Take All Necessary Action with Regard to Approve negotiated agreement with certified teaching staff, a base salary increase of \$500 to \$37,200, a flat salary increase of \$500 to \$16,150, and 150 minutes of personal leave.
 - XII.B. Discuss, Consider, and Take All Necessary Action with Regard to: Approve 2020-21 audit as presented
 - XII.C. Discuss, Consider, and Take All Necessary Action with Regard to: approval of the following KSB policies as presented. 1001, 1002, 1003, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 3001, 3002, 3003, 3003.1, 3004, 3004.1, 3005, 3008, 3009, 3011, 3012, 3013, 3014, 3015, 3016, 3017, 3018, 3019, 3020, 3021, 3022, 3024, 3025, 3026, 3027, 3028, 3029, 3031, 3032, 3033, 3035, 3036, 3037, 3039, 3040, 3041, 3044, 3045, 3046, 3047, 3048, 3049, 3050, 3051, 3053, 3054, 3055, 3056, 3057, 3058, 4002, 4003, 4004, 4005, 4006, 4007, 4008, 4009, 4011.1, 4011, 4012, 4013, 4015, 4016, 4017, 4018, 4019, 4010, 4022, 4023, 4024, 4025, 4027, 4028, 4029, 4030, 4032, 4034, 4037, 4038, 4039, 4041, 4042, 4043, 4044, 4045,

4046, 4048, 4051, 4052, 4053, 4054, 4055, 4057, 4058, 4059, 4060, 4061, 4062, 4063, 5006, 5007, 5008, 5009, 5010, 5011, 5012, 5014, 5017, 5018, 5024, 5025, 5028, 5030, 5031, 5032, 5033, 5034, 5036, 5037, 5039, 5040, 5041, 5042, 5043, 5044, 5046, 5048, 5049, 5053, 5054, 5056, 5057, 5059, 5063, 5064, 5067, 6001, 6002, 6003, 6004, 6005, 6006, 6010, 6011, 6012, 6014, 6016, 6018, 6020, 6026, 6027, 6029, 6030, 6031, 6032, and 6034, and discontinuation of previous policies that address the same.

XII.D. Discuss, Consider, and Take All Necessary Action with Regard to: Declare 2006 Taurus surplus or repair it.

XII.E. Discuss, Consider, and Take All Necessary Action with Regard to: Adjust daily substitute teacher salary to \$115 per day.

XIII. Executive Session

XIV. Dates to Remember Board work session Supt. Search January 4, 2022

Superintendent Interviews January 18 and 19, 2022

XIV.A. Date of Next Regular Board Meeting - January 10, 2022 5:30 pm

XV. Adjournment

NEBRASKA OPEN MEETINGS ACT

84-1407. Act, how cited.

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

Source: Laws 2004, LB 821, § 34.

84-1408. Declaration of intent; meetings open to public.

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

Source: Laws 1975, LB 325, § 1; Laws 1996, LB 900, § 1071; Laws 2004, LB 821, § 35.

Annotations

- Nebraska's public meetings laws do not apply to school board deliberations pertaining solely to disputed adjudicative facts. *McQuinn v. Douglas Cty. Sch. Dist. No. 66*, 259 Neb. 720, 612 N.W.2d 198 (2000).
- The primary purpose of the public meetings law is to ensure that public policy is formulated at open meetings. *Marks v. Judicial Nominating Comm.*, 236 Neb. 429, 461 N.W.2d 551 (1990).
- The public meetings law is broadly interpreted and liberally construed to obtain the objective of openness in favor of the public, and provisions permitting closed sessions must be narrowly and strictly construed. *Grein v. Board of Education of Fremont*, 216 Neb. 158, 343 N.W.2d 718 (1984).
- A county board of equalization is a public body whose meetings shall be open to the public. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

84-1409. Terms, defined.

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or

advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Videoconferencing means conducting a meeting involving participants at two or more locations through the use of audio-video equipment which allows participants at each location to hear and see each meeting participant at each other location, including public input. Interaction between meeting participants shall be possible at all meeting locations.

Source: Laws 1975, LB 325, § 2; Laws 1983, LB 43, § 1; Laws 1989, LB 429, § 42; Laws 1989, LB 311, § 14; Laws 1992, LB 1019, § 124; Laws 1993, LB 635, § 1; Laws 1996, LB 1044, § 978; Laws 1997, LB 798, § 37; Laws 2004, LB 821, § 36; Laws 2007, LB296, § 810; Laws 2011, LB366, § 2.

Annotations

- A township is a political subdivision, and as such, a township board is subject to the provisions of the public meetings laws. *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).
- A county agricultural society is a public body to which the provisions of the Nebraska public meetings law are applicable. *Nixon v. Madison Co. Ag. Soc'y*, 217 Neb. 37, 348 N.W.2d 119 (1984).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. *State ex rel. Schuler v. Dunbar*, 208 Neb. 69, 302 N.W.2d 674 (1981).

- As an administrative agency of the county, a county board of equalization is a public body. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- The electors of a township at their annual meeting are a public body under the Open Meetings Act. *State ex rel. Newman v. Columbus Township Bd.*, 15 Neb. App. 656, 735 N.W.2d 399 (2007).
- The meeting at issue in this case was a "meeting" within the parameters of subsection (2) of this section because it involved the discussion of public business, the formation of tentative policy, or the taking of any action of the public power district. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).
- Informational sessions in which the governmental body hears reports are briefings. *Johnson v. Nebraska Environmental Control Council*, 2 Neb. App. 263, 509 N.W.2d 21 (1993).

84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

- (a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;
- (b) Discussion regarding deployment of security personnel or devices;
- (c) Investigative proceedings regarding allegations of criminal misconduct;
- (d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;
- (e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or
- (f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

Source: Laws 1975, LB 325, § 3; Laws 1983, LB 43, § 2; Laws 1985, LB 117, § 1; Laws 1992, LB 1019, § 125; Laws 1994, LB 621, § 1; Laws 1996, LB 900, § 1072; Laws 2004, LB 821, § 37; Laws 2004, LB 1179, § 1; Laws 2006, LB 898, § 1; Laws 2011, LB390, § 29; Laws 2012, LB995, § 17.

Annotations

- There is no absolute discovery privilege for communications that occur during a closed session. *State ex rel. Upper Republican NRD v. District Judges*, 273 Neb. 148, 728 N.W.2d 275 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. *Wasikowski v. Nebraska Quality Jobs Bd.*, 264 Neb. 403, 648 N.W.2d 756 (2002).
- The public interest mentioned in this section is that shared by citizens in general and by the community at large concerning pecuniary or legal rights and liabilities. *Grein v. Board of Education*, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Hearing in closed executive session was contrary to this section since there was no showing of necessity or reason under subdivision (1)(a), (b), or (c), but did not result in reversal of board decision. *Simonds v. Board of Examiners*, 213 Neb. 259, 329 N.W.2d 92 (1983).
- Negotiations for the purchase of land need not be conducted at an open meeting but the deliberations of a city council as to whether an offer to purchase real estate should be made should take place in an open meeting. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Public meeting law was not violated where the Board of Regents of the University of Nebraska voted to hold a closed session to consider the university president's resignation, and also discussed the appointment of an interim president during such session. *Meyer v. Board of Regents*, 1 Neb. App. 893, 510 N.W.2d 450 (1993).

84-1411. Meetings of public body; notice; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2) A meeting of a state agency, state board, state commission, state council, or state committee, of an advisory committee of any such state entity, of an organization created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a public power district having a chartered territory of more than one county in this state, of the governing body of a public power and irrigation district having a chartered territory of more than one county in this state, of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, or of a community college board of governors may be held by means of videoconferencing or, in the case of the Judicial Resources Commission in those cases specified in section 24-1204, by telephone conference, if:

(a) Reasonable advance publicized notice is given as provided in subsection (1) of this section;

(b) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio or visual recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if videoconferencing or telephone conferencing was not used;

(c) At least one copy of all documents being considered is available to the public at each site of the videoconference or telephone conference;

(d) At least one member of the state entity, advisory committee, board, council, or governing body is present at each site of the videoconference or telephone conference, except that a

member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site; and

(e)(i) Except as provided in subdivision (2)(e)(ii) of this section, no more than one-half of the state entity's, advisory committee's, board's, council's, or governing body's meetings in a calendar year are held by videoconference or telephone conference; or

(ii) In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, such organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conferencing.

Videoconferencing, telephone conferencing, or conferencing by other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(3) A meeting of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of an entity formed under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, of a community college board of governors, of the governing body of a public power district, of the governing body of a public power and irrigation district, or of the Nebraska Brand Committee may be held by telephone conference call if:

(a) The territory represented by the educational service unit, member educational service units, community college board of governors, public power district, public power and irrigation district, Nebraska Brand Committee, or member public agencies of the entity or pool covers more than one county;

(b) Reasonable advance publicized notice is given as provided in subsection (1) of this section which identifies each telephone conference location at which there will be present: (i) A member of the educational service unit board, council, community college board of governors, governing body of a public power district, governing body of a public power and irrigation district, Nebraska Brand Committee, or entity's or pool's governing body; or (ii) a nonvoting designee designated under subdivision (3)(f) of this section;

(c) All telephone conference meeting sites identified in the notice are located within public buildings used by members of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or entity or pool or at a place which will accommodate the anticipated audience;

(d) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if a telephone conference call was not used;

(e) At least one copy of all documents being considered is available to the public at each site of the telephone conference call;

(f) At least one member of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or governing body of the entity or pool is present at each site of the telephone conference call identified in the public notice, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site;

(g) The telephone conference call lasts no more than five hours; and

(h) No more than one-half of the board's, council's, governing body's, committee's, entity's, or pool's meetings in a calendar year are held by telephone conference call, except that:

(i) The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by telephone conference call if the governing body's quarterly meetings are not held by telephone conference call or videoconferencing; and

(ii) An organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act may hold more than one-half of its meetings by telephone conference call if the organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conference call.

Nothing in this subsection shall prevent the participation of consultants, members of the press, and other nonmembers of the governing body at sites not identified in the public notice. Telephone conference calls, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by

means of electronic or telecommunication equipment. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness other than a member of the public body to appear before the public body by means of video or telecommunications equipment.

Source: Laws 1975, LB 325, § 4; Laws 1983, LB 43, § 3; Laws 1987, LB 663, § 25; Laws 1993, LB 635, § 2; Laws 1996, LB 469, § 6; Laws 1996, LB 1161, § 1; Laws 1999, LB 47, § 2; Laws 1999, LB 87, § 100; Laws 1999, LB 461, § 1; Laws 2000, LB 968, § 85; Laws 2004, LB 821, § 38; Laws 2004, LB 1179, § 2; Laws 2006, LB 898, § 2; Laws 2007, LB199, § 9; Laws 2009, LB361, § 2; Laws 2012, LB735, § 1; Laws 2013, LB510, § 1; Laws 2017, LB318, § 1; Laws 2019, LB212, § 5; Laws 2020, LB148, § 3.

Cross References

- **Intergovernmental Risk Management Act**, see section 44-4301.
- **Interlocal Cooperation Act**, see section 13-801.
- **Joint Public Agency Act**, see section 13-2501.
- **Municipal Cooperative Financing Act**, see section 18-2401.

Annotations

- Under subsection (1) of this section, the Legislature has imposed only two conditions on the public body's notification method of a public meeting: (1) It must give reasonable advance publicized notice of the time and place of each meeting and (2) it must be recorded in the public body's minutes. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- An emergency is "(a)ny event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition." *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).
- An agenda which gives reasonable notice of the matters to be considered at a meeting of a city council complies with the requirements of this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- When notice is required, a notice of a special meeting of a city council posted in three public places at 10:00 p.m. on the day preceding the meeting is not reasonable advance publicized notice of a meeting as is required by this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Teacher waived right to object to lack of public notice in board of education employment hearing by voluntary participation in the hearing without objection. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).

- A county board of commissioners and a county board of equalization are not required to give separate notices when the notice states only the time and place that the boards meet and directs a citizen to where the agendas for each board can be found. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- A county board of equalization is a public body which is required to give advanced publicized notice of its meetings. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Notice of recessed and reconvened meetings must be given in the same fashion as the original meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- True notice of a meeting is not given by burying such in the minutes of a prior board proceeding. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- An agenda notice which merely stated "work order reports" was an inadequate notice under this section because it did not give interested persons knowledge that plans for a 345 kv transmission line through the district was going to be discussed and voted upon at the meeting. Inadequate agenda notice under this section meant there was a substantial violation of the public meeting laws; however, later actions by the board of directors cured the defects in notice, and such actions were in substantial compliance with the statute. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).

84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body may require any member of the public desiring to address the body to identify himself or herself.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making a telephone conference call available at an instate location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act;

(f) Reasonable arrangements are made to provide viewing at other instate locations for a videoconference meeting if requested fourteen days in advance and if economically and reasonably available in the area; and

(g) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) The public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

(8) Public bodies shall make available at the meeting or the instate location for a telephone conference call or videoconference, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

Source: Laws 1975, LB 325, § 5; Laws 1983, LB 43, § 4; Laws 1985, LB 117, § 2; Laws 1987, LB 324, § 5; Laws 1996, LB 900, § 1073; Laws 2001, LB 250, § 2; Laws 2004, LB 821, § 39; Laws 2006, LB 898, § 3; Laws 2008, LB962, § 1.

Annotations

- To preserve an objection that a public body failed to make documents available at a public meeting as required by subsection (8) of this section, a person who

attends a public meeting must not only object to the violation, but must make that objection to the public body or to a member of the public body. *Stoetzel & Sons v. City of Hastings*, 265 Neb. 637, 658 N.W.2d 636 (2003).

84-1413. Meetings; minutes; roll call vote; secret ballot; when.

- (1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- (2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.
- (3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- (4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.
- (5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.
- (6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

Source: Laws 1975, LB 325, § 6; Laws 1978, LB 609, § 3; Laws 1979, LB 86, § 9; Laws 1987, LB 663, § 26; Laws 2005, LB 501, § 1; Laws 2009, LB361, § 3; Laws 2015, LB365, § 2; Laws 2016, LB876, § 1.

Annotations

- If a person present at a meeting observes and fails to object to an alleged public meetings laws violation in the form of a failure to conduct rollcall votes before taking actions on questions or motions pending, that person waives his or her right to object at a later date. *Hauser v. Nebraska Police Stds. Adv. Council*, 264 Neb. 944, 653 N.W.2d 240 (2002).
- Subsection (2) of this section does not require the record to state that the vote was by roll call, but requires only that the record show if and how each member voted. Neither does the statute set a time limit for recording the results of a vote, after which no corrections of the record can be made. If no intervening rights of third

persons have arisen, a board of county commissioners has power to correct the record of the proceedings had at a previous meeting so as to make them speak the truth, particularly where the correction supplies some omitted fact or action and is done not to contradict or change the original record but to have the record show that a certain action was taken or thing done, which the original record fails to show. *State ex rel. Schuler v. Dunbar*, 214 Neb. 85, 333 N.W.2d 652 (1983).

- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. *State ex rel. Schuler v. Dunbar*, 208 Neb. 69, 302 N.W.2d 674 (1981).
- There is no requirement that a public body make a record of where notice was published or posted. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Source: Laws 1975, LB 325, § 9; Laws 1977, LB 39, § 318; Laws 1983, LB 43, § 5; Laws 1992, LB 1019, § 126; Laws 1994, LB 621, § 2; Laws 1996, LB 900, § 1074; Laws 2004, LB 821, § 40; Laws 2006, LB 898, § 4.

Annotations

- The Legislature has granted standing to a broad scope of its citizens for the very limited purpose of challenging meetings allegedly in violation of the Open Meetings Act, so that they may help police the public policy embodied by the act. *Schauer v. Grooms*, 280 Neb. 426, 786 N.W.2d 909 (2010).
- Any citizen of the state may commence an action to declare a public body's action void. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- The reading of ordinances constitutes a formal action under subsection (1) of this section. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. *Wasikowski v. Nebraska Quality Jobs Bd.*, 264 Neb. 403, 648 N.W.2d 756 (2002).
- Under the Public Meetings Act, a county lacks capacity to maintain an action to declare its official conduct "void" for noncompliance with the act. *County of York v. Johnson*, 230 Neb. 403, 432 N.W.2d 215 (1988).
- When a petitioner under this section is successful in the district court, that court may allow attorney fees. *Tracy Corp. II v. Nebraska Pub. Serv. Comm.*, 218 Neb. 900, 360 N.W.2d 485 (1984).
- Informal discussions between the Tax Commissioner and the State Board of Equalization in which instructions were clarified, with such clarification leading to the amendment of hearing notices, did not constitute a public meeting subject to the provisions of this section. *Box Butte County v. State Board of Equalization and Assessment*, 206 Neb. 696, 295 N.W.2d 670 (1980).
- The right to collaterally attack an order made in contravention of the Public Meeting Act must occur within a period of one year as is specifically provided by this section. *Witt v. School District No. 70*, 202 Neb. 63, 273 N.W.2d 669 (1979).
- Statutory change, requiring "publicized notice" for board of education employment hearings, occurring between dates meeting scheduled and conducted, held not to void proceedings. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).

- Voiding an entire meeting is a proper remedy for violations of the Open Meetings Act. Once a meeting has been declared void pursuant to Nebraska's public meetings law, board members are prohibited from considering any information obtained at the illegal meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Actions by the board of directors were merely voidable under this section, and not void. Pursuant to subsection (3) of this section, the plaintiffs were awarded partial attorney fees because they were successful in having the court declare that the board of directors was in substantial violation of the statute, even though the plaintiffs did not get the relief requested of having the board's actions declared void. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).

--

Source: http://nebraskalegislature.gov/laws/display_html.php?begin_section=84-1407&end_section=84-1414

Date: December 2020

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
Checking	1 Fund: 01 DISTRICT 10		
AMAZON	AMAZON CREDIT PLAN	NOVEMBER 2021	113.25
01 2320 610 000 0 000	DISTRICT SUPPLIES		
01 1100 610 000 0 000	IT SUPPLIES		
Vendor Total:			113.25
BENZELP	BENZEL PEST CONTROL	153086	375.00
01 2620 340 000 0 000	PEST CONTROL- GRHS/GES		
Vendor Total:			375.00
BLACKHI	BLACK HILLS ENERGY	NOVEMBER 2021	2,377.79
01 2610 621 000 0 000	NATURAL GAS		
Vendor Total:			2,377.79
BOMGAAR	BOMGAARS	NOVEMBER 2021	304.38
01 2610 610 013 0 000	SUPPLIES		
01 2610 610 015 0 000	SUPPLIES		
01 2610 610 000 0 000	SUPPLIES		
Vendor Total:			304.38
BRENNAN	BRENNAN ELECTRIC INC.	4854	381.54
01 6690 340 000 0 000	ELECTRICAL WORK MS - NO		
Vendor Total:			381.54
CARDMEM	CARDMEMBER SERVICE	NOVEMBER 2021	1,893.18
01 2320 810 000 0 000	MONTHLY FEES/INTEREST		
01 2320 580 000 0 000	TRAVEL/MEALS		
01 1200 530 000 0 000	SCALEFUSION ANNUAL LICENSE		
01 2320 890 000 0 000	BACKGROUND CHECK		
01 2610 610 000 0 000	SUPPLIES		
01 3599 580 000 0 000	NORFOLK COLLEGE VISIT-		
01 2730 626 000 0 000	FUEL		
01 2320 530 000 0 000	DROPBOX ANNUAL RENEWAL		
Vendor Total:			1,893.18
CENBUS	CENTURY BUSINESS PRODUCTS, INC.	593319	64.33
01 2410 610 014 0 000	SH-10 STAPLES		
CENBUS	CENTURY BUSINESS PRODUCTS, INC.	594625	4,972.73
01 1100 610 013 0 000	GES COPIES		
01 1100 610 014 0 000	RES COPIES		
01 1100 610 015 0 000	MS COPIES		
01 1100 610 001 0 000	HS COPIES		
01 1100 610 001 0 000	HS LIB COPIES		
01 1200 610 000 0 000	SPED COPIES		
01 2320 610 000 0 000	DISTRICT COPIES		
01 1100 443 000 0 000	LEASES		
Vendor Total:			5,037.06

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
CHACOM	CHADRON COMMUNITY HOSPITAL	NOVEMBER 2021	841.22
01 2173 334 000 0 000	PT SERVICES B-2		
01 2173 334 000 0 000	PT SERVICES 3-5		
01 2171 340 000 0 000	PT SERVICES SCHOOL AGE		
01 2173 334 000 0 000	PT MILEAGE		
Vendor Total:			841.22
CHADMED	CHADRON MEDICAL CLINIC PC	336817	260.00
01 2710 890 000 0 000	DOT PHYSICAL-W. WACKER		
Vendor Total:			260.00
CHADPUB	CHADRON PUBLIC SCHOOL	202110	407.00
01 6408 340 000 0 000	OT SERVICES		
01 6408 340 000 0 000	SPEECH SERVICES		
01 6408 340 000 0 000	RESOURE SERVICES		
Vendor Total:			407.00
CHARTWEL	CHARTWELLS DINING SERVICES	316512707	96.00
01 3599 580 000 0 000	WAYNE STATE VISIT-LUNCH AT		
Vendor Total:			96.00
CITYOF	CITY OF GORDON	NOVEMBER 2021	1,841.38
01 2610 410 000 0 000	WATER AND SEWER		
Vendor Total:			1,841.38
CITY02	CITY OF RUSHVILLE	NOVEMBER 2021	397.90
01 2610 410 000 0 000	WATER AND SEWER		
Vendor Total:			397.90
COACHM	COACH MASTERS	2368	485.40
01 2730 430 000 0 000	WHITE BUS REPAIRS		
Vendor Total:			485.40
CULLIG	CULLIGAN WATER CONDITIONING	042201	14.00
01 2610 610 015 0 000	DISPENSE RENTAL-MS		
Vendor Total:			14.00
EMCINSC	EMC INSURANCE COMPANIES	B-18080056	9,070.43
01 2610 520 000 0 000	PROPERTY INSURANCE		
EMCINSC	EMC INSURANCE COMPANIES	B-18360067	9,070.43
01 2610 520 000 0 000	PROPERTY INSURANCE		
Vendor Total:			18,140.86
ESU13S	ESU 13 SOAR	NOVEMBER 2021	14,076.78
01 2224 382 000 0 000	DISTANCE LEARNING		
01 2224 382 000 0 000	INTERNET E-RATE CONSORTIUM		
01 2224 382 000 0 000	NE EDU VIRTUAL ACADEMY		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
01 2120 591 000 0 000	THERAPEUTIC BEHAVIOR/MENTAL		
01 2190 591 000 0 000	DEAF/HEARD OF HEARING		
01 2190 591 000 0 000	MEDICAID IN PUBLIC SCHOOLS		
01 2190 591 000 0 000	SECONDARY TRANSITION		
01 1200 330 000 0 000	NONVIOLENT CRISIS		
01 1200 330 000 0 000	SPED INSERVICE		
01 1200 591 000 0 000	SUPERVISION OF ESU		
01 1200 591 000 0 000	SUPERVISION SECONDARY LOW		
01 1292 591 000 0 000	SUPERVISION 0-2 LOW VISION		
01 2141 591 000 0 000	PSYCHOLOGICAL ASSESSMENT-		
01 2151 591 000 0 000	SPEECH/LANGUAGE-SCHOOL AGE		
01 2181 591 000 0 000	SECONDARY LOW VISION		
01 2183 591 000 0 000	0-2 LOW VISION SERVICE		
Vendor Total:			14,076.78
GOPHER	GOPHER	IN83033	190.29
01 1100 610 013 0 000	DuraPin Bowling Pins		
01 1100 610 013 0 000	SHIPPING		
Vendor Total:			190.29
GORDMEOT	GORDON MEMORIAL HEALTH SERVICES	NOVEMBER 2021	3,571.76
01 2163 340 000 0 000	BIRTH-2 OT SERVICES		
01 2162 340 000 0 000	3-5 OT SERVICESE		
01 2161 340 000 0 000	SCHOOL AGE OT SERVICES		
01 6412 340 000 0 000	SCHOOL AGE HOME SCHOOL OT		
01 2160 580 000 0 000	MILEAGE		
Vendor Total:			3,571.76
GORDMEMHOS	GORDON MEMORIAL HOSPITAL DISTRICT	G0024239	27.00
01 2710 890 000 0 000	DOT LAB TEST		
Vendor Total:			27.00
GREATP	GREAT PLAINS COMMUNICATIONS INC.	NOVEMBER 2021	483.76
01 2610 382 000 0 000	TELEPHONE		
Vendor Total:			483.76
GROCER	GROCERY MART	NOVEMBER 2021	160.58
01 1200 610 000 0 000	SPED SUPPLIES		
GROCER	GROCERY MART	NOVEMBER 2021-0894	100.79
01 1100 610 001 0 000	TEACHER SUPPLIES-KRUGER		
Vendor Total:			261.37
HILLYA	HILLYARD / SIOUX FALLS	604532464+	3,852.43
01 2610 610 001 0 000	SUPPLIES		
01 2610 610 015 0 000	SUPPLIES		
Vendor Total:			3,852.43

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
HINNSG	HINNS GORDON AUTO PARTS	NOVEMBER 2021	248.07
01 2610 610 000 0 000	MAINTENANCE SUPPLIES		
01 2730 340 000 0 000	TRANSPORTATION PARTS		
Vendor Total:			248.07
HINNS2	HINNS HARDWARE & FURNITURE	NOVEMBER 2021	379.44
01 2610 610 015 0 000	SUPPLIES		
01 2610 610 014 0 000	SUPPLIES		
Vendor Total:			379.44
HINNSR	HINNS RUSHVILLE AUTO	234437	61.17
01 2610 610 015 0 000	MS SUPPLIES-RAGS		
Vendor Total:			61.17
HOLID3	HOLIDAY INN KEARNEY	83805	219.90
01 2410 580 000 0 000	K. MILLS ROOM FOR NSIAAA		
Vendor Total:			219.90
HOMEST	HOMESTEAD BUILDING SUPPLY INC	110712957	86.33
01 2610 610 001 0 000	TEACHER SUPPLIES-BROWDER		
HOMEST	HOMESTEAD BUILDING SUPPLY INC	NOVEMBER 2021	98.16
01 2610 610 000 0 000	SUPPLIES/ INV 110713188		
01 2610 610 000 0 000	SUPPLIES/ INV 110713427		
01 2610 610 000 0 000	SUPPLIES/ INV 110713536		
01 1100 610 001 0 000	TEACHER SUPPLIES-BROWDER/		
01 2610 610 000 0 000	SUPPLIES/ INV 110713626		
01 2610 610 000 0 000	SUPPLIES/ INV 110713568		
Vendor Total:			184.49
IDEALL	IDEAL LINEN SUPPLY	NOVEMBER 2021	1,186.26
01 2610 610 013 0 000	SUPPLIES- INV#: 11094261-		
01 2610 610 001 0 000	SUPPLIES-INV# 11088132-		
Vendor Total:			1,186.26
IDEAL2	IDEAL MARKET	NOVEMBER 2021	13.23
01 2410 610 015 0 000	SUPPLIES-WATER		
Vendor Total:			13.23
INNOOFF	INNOVATIVE OFFICE SOLUTIONS, LLC	CIN103639	469.24
01 1100 610 015 0 000	ESU TEACHER SUPPLIES		
Vendor Total:			469.24
IRVIJOH	IRVING, JOHN	NOVEMBER 2021	79.00
01 2710 352 000 0 000	BUS DRIVER		
Vendor Total:			79.00
JOHNDEE	JOHN DEERE FINANCIAL	NOVEMBER 2021	203.69

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
01 2730 340 000 0 000	TIRE CHAINS		
01 2610 610 000 0 000	SUPPLIES/TIE DOWN		
01 2730 340 000 0 000	FREIGHT CHARGE		
Vendor Total:			203.69
JOSTEN	JOSTENS	27183854	502.25
01 2410 610 001 0 000	DIPLOMA COVERS		
JOSTEN	JOSTENS	27379421	213.26
01 2410 610 001 0 000	DIPLOMA		
Vendor Total:			715.51
JUICE	JUICE PLUS CO, THE	usi92570566	148.00
01 1100 610 001 0 000	TEACHER SUPPLIES- STOKER		
Vendor Total:			148.00
KINGPI	KING PIN LANES	BOWLING 2021	405.53
01 1100 340 001 0 000	BOWLING ASSISTANT COACH		
Vendor Total:			405.53
KREIFAY	KREITMAN, FAYE	NOVEMBER 2021	496.75
01 2710 352 000 0 000	BUS DRIVER		
Vendor Total:			496.75
KRUMSTE	KRUML, STEVE	NOVEMBER 2021	517.00
01 2710 352 000 0 000	BUS DRIVER		
Vendor Total:			517.00
KSBSCH	KSB SCHOOL LAW	11021	11,708.00
01 2330 317 000 0 000	LEGAL SERVICES		
01 2330 317 000 0 000	POLICY SERVICE SUBSCRIPTION		
Vendor Total:			11,708.00
LOUSSP	LOUS SPORTING GOODS	AAX783728-AB03	563.65
01 2130 610 000 0 000	NEW MSFB HELMETS/FACE MASKS		
Vendor Total:			563.65
MPCHEAT	M P C HEATING & COOLING	85530	282.00
01 2610 610 000 0 000	OPERATION SUPPLIES/FILTERS		
Vendor Total:			282.00
MIDAME	MID-AMERICAN RESEARCH CHEMICAL	0747703-IN	1,285.46
01 2610 610 000 0 000	ICE BLASTER		
01 2610 610 000 0 000	HC BAC ENZYM		
01 2610 610 000 0 000	FREIGHT		
Vendor Total:			1,285.46
MIDWEBU	MIDWEST BUS PARTS, INC.	NOVEMBER 2021	84.95
01 2730 340 000 0 000	BUS PARTS		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
Vendor Total:			84.95
NACTE	NACTE SUMMIT	10/27/21	65.00
01 2320 810 000 0 000	EDUCATOR SHORTAGE SUMMIT		
Vendor Total:			65.00
NEPUBL	NE PUBLIC POWER DISTRICT	NOVEMBER 2021	3,658.10
01 2610 621 000 0 000	ELECTRICITY		
Vendor Total:			3,658.10
NESAF2	NE SAFETY CENTER PUPIL TRANSPORTATION	57-9471	875.00
01 2730 890 000 0 000	LEVEL 2 TRAINING-GILES		
01 2730 890 000 0 000	LEVEL 2 TRAINING-HATHORN,		
01 2730 890 000 0 000	NO SHOW NO CALL LEVEL		
01 2730 890 000 0 000	LEVEL 1 TRAINING-MENG,		
NESAF2	NE SAFETY CENTER PUPIL TRANSPORTATION	57-9529	500.00
01 2730 890 000 0 000	LEVEL 2 PUPIL		
Vendor Total:			1,375.00
NORTHST	NORTH STAR ELECTRIC, LLC	1101	4,007.55
01 2620 340 000 0 000	CONTRACTED SERVICE		
NORTHST	NORTH STAR ELECTRIC, LLC	1271	1,242.37
01 6997 340 000 0 000	CONTRACTED SERVICE		
Vendor Total:			5,249.92
PAYROL	PAYROLL ACCOUNT	DECEMBER PYRL 2021	680,234.69
01 411	DECEMBER PYRL 2021		
01 2310 810 000 0 000	ACH FEE		
Vendor Total:			680,234.69
PEPPER	PEPPER OF MINNEAPOLIS, J W	363638401	5.00
01 1100 640 000 0 000	10026498E Stadium Jams Vol.		
01 1100 640 000 0 000	10026500 additional score		
PEPPER	PEPPER OF MINNEAPOLIS, J W	363658884	7.00
01 1100 640 000 0 000	11349004E Santa the		
01 1100 640 000 0 000	10515908E Secret Agent		
01 1100 640 000 0 000	10515909 additional score		
01 1100 640 000 0 000	11358227 Addiitional score		
01 1100 640 000 0 000	2266062 Canon of Peace		
01 1100 640 000 0 000	2266070 Additional score		
PEPPER	PEPPER OF MINNEAPOLIS, J W	363683120	143.09
01 1100 640 000 0 000	Freedom Train by Rollo		
01 1100 640 000 0 000	Regalando Belleza by Jim		
01 1100 640 000 0 000	SHIPPING AND HANDLING		
PEPPER	PEPPER OF MINNEAPOLIS, J W	363686558	106.40
01 1100 640 000 0 000	I Will Arise by Parker/Shaw		
01 1100 640 000 0 000	All Earth is Hopeful by		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
PEPPER	PEPPER OF MINNEAPOLIS, J W	363784913	81.98
01 1100 640 013 0 000	Jukebox Time Machine Book		
01 1100 640 013 0 000	SHIPPING AND HANDLING		
PEPPER	PEPPER OF MINNEAPOLIS, J W	363807829	26.98
01 1100 640 000 0 000	THE POLAR EXPRESS -MP3		
Vendor Total:			370.45
PERRYG	PERRY,GUTHERY,HAASE & GESSFORD	120	99.00
01 2330 317 000 0 000	LEGAL SERVICES		
Vendor Total:			99.00
PETTY2	PETTY CASH FUND	11/15/21	1,208.00
01 2320 580 000 0 000	L. LIGGETT ROOM FOR NASB		
01 2310 580 000 0 000	K. WILLNERD ROOM FOR NASB		
01 2310 580 000 0 000	S. RETZLAFF ROOM FOR NASB		
PETTY2	PETTY CASH FUND	DECEMBER 2021	22.78
01 2310 890 000 0 000	PROPERTY TAX		
Vendor Total:			1,230.78
PITN03	PITNEY BOWES	3314706237	164.79
01 2610 440 000 0 000	LEASE AGREEMENT- MS		
Vendor Total:			164.79
PIZZAH	PIZZA HUT	010273	33.20
01 1200 610 000 0 000	SPED MEAL		
Vendor Total:			33.20
PLANB00	PLANBOOKEDU, LLC	2021-13169	784.00
01 1100 610 013 0 000	PLANBOOK EDU -GES		
Vendor Total:			784.00
RESERV	RESERVE ACCOUNT	DECEMBER 2021	1,014.66
01 2610 531 000 0 000	POSTAGE REFILL ACCOUNT		
01 1200 531 000 0 000	CERTIFIED MAIL		
01 1200 531 000 0 000	CERTIFIED MAIL		
Vendor Total:			1,014.66
ROSSSTE	ROSS, STEVEN	NOVEMBER 2021	470.40
01 2712 332 000 0 000	MILEAGE TO PARENTS		
Vendor Total:			470.40
RUSHV4	RUSHVILLE SERVICE CENTER	13683	35.00
01 2620 340 015 0 000	CONTRACTED SERVICES-FENCE		
Vendor Total:			35.00
SALILOR	SALISBURY, LORI	NOVEMBER 2021	571.20
01 2712 332 000 0 000	MILEAGE TO PARENTS		
Vendor Total:			571.20

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
SCJOUR	SC JOURNAL STAR	28877-29419	384.43
01 2320 540 000 0 000	ADVERTISING AND PRINTING		
Vendor Total:			384.43
SCHMAMY	SCHMIDT, AMY	REIMB NOV 2021	119.20
01 1100 610 015 0 000	TEACHER SUPPLIES REIMB- A.		
Vendor Total:			119.20
SCH003	SCHOOL MATE	IN000565649	138.00
01 2410 610 015 0 000	MS STUDENT PLANNERS		
Vendor Total:			138.00
SFMINS	SFM MUTUAL INSURANCE COMPANY	2647681	1,708.00
01 2610 520 000 0 000	WORK COMP INS		
Vendor Total:			1,708.00
SHI1	SHI INTL. CORP	B14365514	3,569.14
01 6997 734 000 0 000	Fortinet - 10GBase direct		
01 6997 734 000 0 000	Fortinet - SFP+ transceiver		
01 6997 734 000 0 000	Fortinet FN-TRAN-SX - SFP		
01 6997 734 000 0 000	Fortinet - SFP+ transceiver		
Vendor Total:			3,569.14
SHIFFL	SHIFFLER EQUIPMENT SALES INC	2130801700	182.24
01 2610 610 001 0 000	8-HOLE PENCIL SHARPENER		
Vendor Total:			182.24
SIDESM	SIDES & MILBURN INC	6011087/1	114.87
01 2730 340 000 0 000	REPAIR E-450 SUPER DUTY		
Vendor Total:			114.87
DASCENTR	STATE OF NEBRASKA - DEPARTMENT OF ADMINISTRATIVE SERVICES	1292109	259.49
01 2610 382 000 0 000	TELEPHONE		
DASCENTR	STATE OF NEBRASKA - DEPARTMENT OF ADMINISTRATIVE SERVICES	1296275	259.49
01 2610 382 000 0 000	TELEPHONE		
Vendor Total:			518.98
TIMEMAN	TIME MANAGEMENT SYSTEMS	254700-260261	1,370.00
01 2410 350 000 0 000	MONTHLY AGREEMENT AUG-DEC		
Vendor Total:			1,370.00
TRUEVA	TRUE VALUE	NOVEMBER 2021	977.31
01 2610 610 013 0 000	SUPPLIES		
01 2610 610 015 0 000	SUPPLIES		
01 2610 610 001 0 000	SUPPLIES		
01 2730 340 000 0 000	TRANSPORTATION SUPPLIES		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
Vendor Total:			977.31
VIAERO	VIAERO WIRELESS	NOVEMBER 2021	136.82
01 2610 382 000 0 000	TELEPHONE		
01 1200 382 000 0 000	TABLET		
Vendor Total:			136.82
WALKTES	WALKER, TESSA	OCT-NOV 2021	139.13
01 1200 340 000 0 000	PUPIL SERVICES- OCT 2021		
01 1200 340 000 0 000	PUPIL SERVICES- NOV 2021		
Vendor Total:			139.13
WESTCO	WESTCO	NOVEMBER 2021	2,261.78
01 2730 626 000 0 000	FUEL		
01 1200 340 000 0 000	SPED FUEL		
01 2730 340 000 0 000	SUPPLIES		
01 2730 626 000 0 000	BULK FUEL		
01 2730 626 000 0 000	BULK DIESEL		
Vendor Total:			2,261.78
WENEBE	WESTERN NEBRASKA BEHAVIORAL HEALTH	NOVEMBER 2021	8,962.50
01 6997 320 000 0 000	ESSER II-PUPIL SERVICES		
Vendor Total:			8,962.50
WILLTHO	WILLIAMS, THOMAS	49	630.00
01 2730 340 000 0 000	BUS SERVICE/PARTS		
Vendor Total:			630.00
WRECKA	WRECK-A-MENDED BODY WORKS	015728	1,457.82
01 2710 340 000 0 000	YUKON BUMPER REPAIR		
Vendor Total:			1,457.82
Fund Total:			792,707.10
Checking Account Total:			792,707.10

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>		
Checking	8	Fund: 06 LUNCH FUND		
CARDMEM	CARDMEMBER SERVICE		NOVEMBER 2021-FS	47.69
06 3100 733 000 0 000	EQUIPMENT			
Vendor Total:				47.69
DISTR3	DISTRICT NO 10 GENERAL FUND		DECEMBER PYRL	20,903.79
06 3100 890 000 0 000	DECEMBER LUNCH PYRL 2021			
Vendor Total:				20,903.79
GORDONSUPE	GORDON SUPER FOODS		NOVEMBER 2021-FS	491.38
06 3100 630 000 0 000	FOOD			
Vendor Total:				491.38
HARRIS	HARRIS SALES		1341128- 1639831	770.64
06 3100 630 000 0 000	FOOD			
Vendor Total:				770.64
HILAND	HILAND DAIRY		NOVEMBER 2021	4,807.45
06 3100 610 000 0 000	FOOD- GRMS			
06 3100 610 000 0 000	FOOD-GRHS ICE CREAM			
06 3100 610 000 0 000	FOOD -GES			
06 3100 610 000 0 000	FOOD -GRHS			
Vendor Total:				4,807.45
IDEAL2	IDEAL MARKET		NOVEMBER 2021-FS	44.41
06 3100 630 000 0 000	FOOD			
Vendor Total:				44.41
PIZZAH	PIZZA HUT		11/4 - 11/18/21	776.00
06 3100 630 000 0 000	FOOD 11/4/21			
06 3100 630 000 0 000	FOOD 11/11/21			
06 3100 630 000 0 000	FOOD 11/18/21			
Vendor Total:				776.00
REINHA	REINHART FOOD SERVICE, L.L.C.		321058- 324725	2,667.13
06 3100 630 000 0 000	FOOD			
Vendor Total:				2,667.13
USFOOD	US FOOD SERVICE		NOVEMBER 2021	17,220.33
06 3100 630 000 0 000	FOOD- GRHS/GES			
06 3100 630 000 0 000	FOOD- GRMS/RES			
Vendor Total:				17,220.33
Fund Total:				47,728.82
Checking Account Total:				47,728.82

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
Checking	12	Fund: 02 DEPRECIATION FUND	
FIREIC	FIRE & ICE MECHANICAL INC.	9749	7,204.25
02 2610 890 000 0 000	ICE MACHINE GES		

Vendor Total: 7,204.25

Fund Total: 7,204.25

Checking Account Total: 7,204.25

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01	DISTRICT 10					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
01 1100 111 000 0 000	SALARIES OF TEACHERS	3,000,000.00	0.00	0.00	0.00	3,000,000.00
01 1100 111 001 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	68,637.44	205,915.02	0.00	(205,915.02)
01 1100 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	62,658.01	187,974.03	0.00	(187,974.03)
01 1100 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	16,723.22	54,483.46	0.00	(54,483.46)
01 1100 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	36,865.92	110,597.76	0.00	(110,597.76)
111	SALARIES/TEACHER-PROF.STAFF	3,000,000.00	184,884.59	558,970.27	18.63	2,441,029.73
01 1100 113 000 0 000	SALARY-SUBSTITUTES	175,000.00	0.00	0.00	0.00	175,000.00
01 1100 113 001 0 000	SALARIES/SUBSTITUTES	0.00	2,805.00	6,419.46	0.00	(6,419.46)
01 1100 113 013 0 000	SALARIES/SUBSTITUTES	0.00	1,581.24	3,306.86	0.00	(3,306.86)
01 1100 113 014 0 000	SALARIES/SUBSTITUTES	0.00	1,650.00	1,650.00	0.00	(1,650.00)
01 1100 113 015 0 000	SALARIES/SUBSTITUTES	0.00	2,200.75	4,029.50	0.00	(4,029.50)
113	SALARIES/SUBSTITUTES	175,000.00	8,236.99	15,405.82	8.80	159,594.18
01 1100 114 000 0 000	SALARIES/TECHNICAL STAFF	120,000.00	6,732.37	20,197.11	16.83	99,802.89
114	SALARIES/TECHNICAL STAFF	120,000.00	6,732.37	20,197.11	16.83	99,802.89
01 1100 150 000 0 000	EXTRA DUTY SALARIES	100,000.00	2,029.00	3,519.96	3.52	96,480.04
01 1100 150 001 0 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	925.82	2,052.96	0.00	(2,052.96)
01 1100 150 015 0 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	332.00	1,992.00	0.00	(1,992.00)
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	100,000.00	3,286.82	7,564.92	7.56	92,435.08
01 1100 151 000 0 000	EXTRA DUTY SALARIES	504,700.00	0.00	0.00	0.00	504,700.00
01 1100 151 001 0 000	EXTRA DUTY SALARIES/TEACHERS	0.00	12,649.52	37,300.37	0.00	(37,300.37)
01 1100 151 013 0 000	EXTRA DUTY SALARIES/TEACHERS	0.00	27.50	27.50	0.00	(27.50)
01 1100 151 014 0 000	EXTRA DUTY SALARIES/TEACHERS	0.00	27.50	68.75	0.00	(68.75)
01 1100 151 015 0 000	EXTRA DUTY SALARIES/TEACHERS	0.00	6,394.96	15,325.24	0.00	(15,325.24)
01 1100 151 000 1 000	ADDITIONAL COMP/TEACHERS	850,000.00	0.00	0.00	0.00	850,000.00
01 1100 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	15,717.38	47,152.14	0.00	(47,152.14)
01 1100 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	13,841.51	41,524.53	0.00	(41,524.53)
01 1100 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	6,520.85	20,866.72	0.00	(20,866.72)
01 1100 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	9,243.64	27,730.92	0.00	(27,730.92)
151	ADDITIONAL COMP/TEACHERS	1,354,700.00	64,422.86	189,996.17	14.02	1,164,703.83
01 1100 154 000 1 000	EXTRA DUTY SALARIES/TECHNICAL STAFF	15,650.00	1,304.17	3,912.51	25.00	11,737.49
154	EXTRA DUTY SALARIES/TECHNICAL STAFF	15,650.00	1,304.17	3,912.51	25.00	11,737.49
01 1100 210 000 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	1,000.00	0.00	45.69	4.57	954.31
01 1100 210 001 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	24.48	24.48	0.00	(24.48)
01 1100 210 015 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	7.63	43.25	0.00	(43.25)
210	GROUP INSURANCE-NON INSTRUCTIONAL	1,000.00	32.11	113.42	11.34	886.58
01 1100 211 000 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	100,000.00	0.00	0.00	0.00	100,000.00
01 1100 211 001 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	1,511.50	4,532.67	0.00	(4,532.67)
01 1100 211 013 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	2,955.86	8,867.58	0.00	(8,867.58)
01 1100 211 014 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	0.00	1.58	0.00	(1.58)
01 1100 211 015 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	1,109.41	3,271.09	0.00	(3,271.09)
01 1100 211 001 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	273.08	821.07	0.00	(821.07)
01 1100 211 013 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	613.30	1,839.90	0.00	(1,839.90)
01 1100 211 015 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	146.76	475.46	0.00	(475.46)
211	GROUP INSURANCE/TEACH., PROF.STAFF	100,000.00	6,609.91	19,809.35	19.81	80,190.65
01 1100 213 000 0 000	GROUP INSURANCE/SUBSTITUTE TEACHERS	1,000.00	0.00	0.00	0.00	1,000.00
01 1100 213 001 0 000	GROUP INSURANCE/SUBSTITUTE TEACHERS	0.00	96.28	134.35	0.00	(134.35)
01 1100 213 013 0 000	GROUP INSURANCE/SUBSTITUTE TEACHERS	0.00	20.63	20.63	0.00	(20.63)
01 1100 213 015 0 000	GROUP INSURANCE/SUBSTITUTE TEACHERS	0.00	0.00	1.60	0.00	(1.60)
213	GROUP INSURANCE/SUBSTITUTE TEACHERS	1,000.00	116.91	156.58	15.66	843.42

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 1100 220 000 0 000	SOCIAL SECURITY	5,000.00	155.23	266.40	5.33	4,733.60
01 1100 220 001 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	68.83	152.99	0.00	(152.99)
01 1100 220 015 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	25.03	150.18	0.00	(150.18)
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	5,000.00	249.09	569.57	11.39	4,430.43
01 1100 221 000 0 000	SOCIAL SECURITY	206,000.00	0.00	0.00	0.00	206,000.00
01 1100 221 001 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	5,833.82	17,491.55	0.00	(17,491.55)
01 1100 221 013 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	4,234.73	12,699.97	0.00	(12,699.97)
01 1100 221 014 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	1,150.34	3,769.87	0.00	(3,769.87)
01 1100 221 015 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	3,080.80	8,856.44	0.00	(8,856.44)
01 1100 221 001 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	1,112.65	3,347.11	0.00	(3,347.11)
01 1100 221 013 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	926.20	2,778.60	0.00	(2,778.60)
01 1100 221 014 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	461.46	1,481.07	0.00	(1,481.07)
01 1100 221 015 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	653.49	1,938.21	0.00	(1,938.21)
221	SOCIAL SECURITY/TEACHERS, PROF. STAFF	206,000.00	17,453.49	52,362.82	25.42	153,637.18
01 1100 223 000 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	13,000.00	0.00	0.00	0.00	13,000.00
01 1100 223 001 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	210.73	485.71	0.00	(485.71)
01 1100 223 013 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	116.83	245.19	0.00	(245.19)
01 1100 223 014 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	126.23	126.23	0.00	(126.23)
01 1100 223 015 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	165.92	302.45	0.00	(302.45)
223	SOCIAL SECURITY/SUBSTITUTE TEACHERS	13,000.00	619.71	1,159.58	8.92	11,840.42
01 1100 224 000 0 000	SOCIAL SECURITY/TECHNICAL STAFF	10,000.00	386.11	1,158.33	11.58	8,841.67
01 1100 224 000 1 000	SOCIAL SECURITY/TECHNICAL STAFF	0.00	74.81	224.43	0.00	(224.43)
224	SOCIAL SECURITY/TECHNICAL STAFF	10,000.00	460.92	1,382.76	13.83	8,617.24
01 1100 230 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	10,000.00	200.41	347.68	3.48	9,652.32
01 1100 230 001 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	91.43	202.76	0.00	(202.76)
01 1100 230 015 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	32.78	196.77	0.00	(196.77)
230	RETIREMENT/NON-INSTRUCTIONAL	10,000.00	324.62	747.21	7.47	9,252.79
01 1100 231 000 0 000	RETIREMENT	300,000.00	0.00	0.00	0.00	300,000.00
01 1100 231 001 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	7,776.08	24,340.95	0.00	(24,340.95)
01 1100 231 013 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	6,169.67	18,503.57	0.00	(18,503.57)
01 1100 231 014 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	1,646.13	5,361.50	0.00	(5,361.50)
01 1100 231 015 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	4,258.35	12,393.81	0.00	(12,393.81)
01 1100 231 001 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	727.82	2,183.45	0.00	(2,183.45)
01 1100 231 013 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	689.19	2,067.57	0.00	(2,067.57)
01 1100 231 014 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	386.46	1,288.20	0.00	(1,288.20)
01 1100 231 015 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	644.11	1,932.32	0.00	(1,932.32)
231	RETIREMENT/TEACH, PROF. STAFF	300,000.00	22,297.81	68,071.37	22.69	231,928.63
01 1100 232 000 0 000	RETIREMENT/INSTRUCTIONAL AIDES	5,000.00	0.00	0.00	0.00	5,000.00
232	RETIREMENT/INSTRUCTIONAL AIDES	5,000.00	0.00	0.00	0.00	5,000.00
01 1100 233 000 0 000	RETIREMENT/SUBSTITUTE TEACHERS	5,000.00	0.00	0.00	0.00	5,000.00
01 1100 233 001 0 000	RETIREMENT/SUBSTITUTE TEACHERS	0.00	54.33	170.96	0.00	(170.96)
01 1100 233 013 0 000	RETIREMENT/SUBSTITUTE TEACHERS	0.00	10.87	40.07	0.00	(40.07)
01 1100 233 015 0 000	RETIREMENT/SUBSTITUTE TEACHERS	0.00	10.87	31.26	0.00	(31.26)
233	RETIREMENT/SUBSTITUTE TEACHERS	5,000.00	76.07	242.29	4.85	4,757.71
01 1100 234 000 0 000	RETIREMENT/TECHNICAL STAFF	15,000.00	662.64	1,987.92	13.25	13,012.08
01 1100 234 000 1 000	RETIREMENT/TECHNICAL STAFF	0.00	128.82	386.46	0.00	(386.46)
234	RETIREMENT/TECHNICAL STAFF	15,000.00	791.46	2,374.38	15.83	12,625.62
01 1100 239 000 0 000	RETIREMENT/COMP	60,000.00	0.00	0.00	0.00	60,000.00

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
239	RETIREMENT/COMP	60,000.00	0.00	0.00	0.00	60,000.00
01 1100 320 000 0 000	PURCHASED PUPIL SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
01 1100 320 001 0 000	PUPIL SERVICES	0.00	6,899.60	6,899.60	0.00	(6,899.60)
320	PUPIL SERVICES	10,000.00	6,899.60	6,899.60	69.00	3,100.40
01 1100 330 000 0 000	REGISTRATIONS/TRAINING	10,000.00	0.00	80.00	5.10	9,920.00
01 1100 330 001 0 000	REGISTRATIONS/TRAINING	0.00	0.00	2,020.00	0.00	(2,020.00)
330	REGISTRATIONS/TRAINING FEES	10,000.00	0.00	2,100.00	25.30	7,900.00
01 1100 340 000 0 000	CONTRACTED OR SECURED SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
01 1100 340 001 0 000	PROFESSIONAL/TECHNICAL SERVICES	0.00	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
01 1100 350 000 0 000	TECHNICAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
350	TECHNICAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
01 1100 443 000 0 000	RENTALS	36,000.00	767.04	2,301.12	6.39	33,698.88
443	RENTALS	36,000.00	767.04	2,301.12	6.39	33,698.88
01 1100 530 000 0 000	OTHER COMMUNICATIONS	20,000.00	3,669.00	8,487.00	73.60	11,513.00
530	OTHER COMMUNICATIONS	20,000.00	3,669.00	8,487.00	73.60	11,513.00
01 1100 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	5,000.00	0.00	0.00	0.00	5,000.00
580	TRAVEL	5,000.00	0.00	0.00	0.00	5,000.00
01 1100 610 000 0 000	SUPPLIES	200,000.00	0.00	3,164.16	19.79	196,835.84
01 1100 610 001 0 000	SUPPLIES	0.00	3,970.89	18,383.48	0.00	(18,383.48)
01 1100 610 004 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
01 1100 610 013 0 000	SUPPLIES	0.00	1,525.04	20,476.21	0.00	(20,476.21)
01 1100 610 014 0 000	SUPPLIES	0.00	1,807.02	10,995.91	0.00	(10,995.91)
01 1100 610 015 0 000	SUPPLIES	0.00	921.70	2,673.79	0.00	(2,673.79)
610	SUPPLIES	200,000.00	8,224.65	55,693.55	56.88	144,306.45
01 1100 630 000 0 000	FOOD	5,000.00	0.00	0.00	0.00	5,000.00
01 1100 630 013 0 000	FOOD	0.00	0.00	12.75	0.00	(12.75)
630	FOOD	5,000.00	0.00	12.75	0.26	4,987.25
01 1100 640 000 0 000	BOOKS AND PERIODICALS	10,000.00	0.00	501.97	11.05	9,498.03
01 1100 640 013 0 000	TEXTBOOKS	0.00	0.00	0.00	0.00	0.00
01 1100 640 015 0 000	TEXTBOOKS	0.00	0.00	340.00	0.00	(340.00)
640	BOOKS AND PERIODICALS	10,000.00	0.00	841.97	14.45	9,158.03
01 1100 650 000 0 000	TECHNOLOGY SUPPLIES	100,000.00	0.00	0.00	0.00	100,000.00
650	TECHNOLOGY SUPPLIES	100,000.00	0.00	0.00	0.00	100,000.00
01 1100 733 000 0 000	FURNITURE AND EQUIPMENT	10,000.00	0.00	0.00	0.00	10,000.00
01 1100 733 000 1 000	FURNITURE AND EQUIPMENT	0.00	0.00	0.00	0.00	0.00
733	FURNITURE AND EQUIP	10,000.00	0.00	0.00	12.89	10,000.00
01 1100 734 000 0 000	COMPUTER EQUIPMENT (HARDWARE)	100,000.00	0.00	8,205.32	163.77	91,794.68
01 1100 734 000 7 000	COMPUTER EQUIP(HARDWARE)	0.00	0.00	0.00	0.00	0.00
734	COMPUTER EQUIP(HARDWARE)	100,000.00	0.00	8,205.32	187.86	91,794.68
01 1100 735 000 0 000	COMPUTER (SOFTWARE)	27,000.00	0.00	0.00	2.59	27,000.00
735	COMPUTER (SOFTWARE)	27,000.00	0.00	0.00	2.59	27,000.00
01 1100 810 000 0 000	DUES AND FEES	5,000.00	0.00	0.00	1.20	5,000.00
810	DUES AND FEES	5,000.00	0.00	0.00	1.20	5,000.00
01 1100 890 000 0 000	OTHER MISC OBJECTS	5,000.00	0.00	0.00	0.00	5,000.00
01 1100 890 001 0 000	OTHER MISC OBJECTS	0.00	0.00	1,000.00	0.00	(1,000.00)
890	OTHER MISC SERVICES	5,000.00	0.00	1,000.00	20.00	4,000.00
1100	REGULAR INSTRUCTIONAL PROGRAMS	6,054,350.00	337,460.19	1,028,577.44	21.07	5,025,772.56
1150	LIMITED ENGLISH PROFICIENCY					
01 1150 111 000 0 000	REGULAR SALARY	60,000.00	0.00	0.00	0.00	60,000.00
01 1150 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	3,882.90	11,686.00	0.00	(11,686.00)
01 1150 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	431.43	1,294.29	0.00	(1,294.29)
111	SALARIES/TEACHER-PROF.STAFF	60,000.00	4,314.33	12,980.29	21.63	47,019.71
01 1150 151 000 0 000	FLAT SALARY	15,650.00	0.00	0.00	0.00	15,650.00
01 1150 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,173.75	3,521.25	0.00	(3,521.25)
01 1150 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	130.42	391.26	0.00	(391.26)
151	ADDITIONAL COMP/TEACHERS	15,650.00	1,304.17	3,912.51	25.00	11,737.49
01 1150 221 000 0 000	SOCIAL SECURITY	6,000.00	0.00	0.00	0.00	6,000.00
01 1150 221 013 0 000	SOCIAL SECURITY	0.00	189.64	569.51	0.00	(569.51)

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 1150 221 015 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	21.06	63.04	0.00	(63.04)
01 1150 221 013 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	57.33	171.62	0.00	(171.62)
01 1150 221 015 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	6.38	19.10	0.00	(19.10)
221	SOCIAL SECURITY/TEACHERS, PROF. STAFF	6,000.00	274.41	823.27	13.72	5,176.73
01 1150 231 000 0 000	RETIREMENT	6,800.00	0.00	0.00	0.00	6,800.00
01 1150 231 013 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	382.01	1,149.71	0.00	(1,149.71)
01 1150 231 015 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	42.45	127.34	0.00	(127.34)
01 1150 231 013 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	115.94	347.82	0.00	(347.82)
01 1150 231 015 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	12.87	38.62	0.00	(38.62)
231	RETIREMENT/TEACH, PROF. STAFF	6,800.00	553.27	1,663.49	24.46	5,136.51
1150	LIMITED ENGLISH PROFICIENCY	88,450.00	6,446.18	19,379.56	21.91	69,070.44
1160	POVERTY PROGRAM					
01 1160 111 000 0 000	REGULAR SALARY	500,000.00	3,547.19	10,641.57	2.13	489,358.43
01 1160 111 001 0 000	SALARIES/TEACHER-PROF. STAFF	0.00	7,421.54	22,556.62	0.00	(22,556.62)
01 1160 111 013 0 000	SALARIES/TEACHER-PROF. STAFF	0.00	15,537.74	49,067.94	0.00	(49,067.94)
01 1160 111 014 0 000	SALARIES/TEACHER-PROF. STAFF	0.00	4,452.55	13,357.65	0.00	(13,357.65)
01 1160 111 015 0 000	SALARIES/TEACHER-PROF. STAFF	0.00	6,471.88	19,415.64	0.00	(19,415.64)
111	SALARIES/TEACHER-PROF. STAFF	500,000.00	37,430.90	115,039.42	23.01	384,960.58
01 1160 112 000 0 000	SALARY-CLERICAL/PARAPROF STAFF	55,000.00	0.00	0.00	0.00	55,000.00
01 1160 112 001 0 000	SALARIES/PARAPROFESSIONALS	0.00	665.98	1,621.47	0.00	(1,621.47)
01 1160 112 013 0 000	SALARIES/PARAPROFESSIONALS	0.00	2,572.64	7,079.80	0.00	(7,079.80)
112	SALARIES/PARAPROFESSIONALS	55,000.00	3,238.62	8,701.27	15.82	46,298.73
01 1160 150 000 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	15,000.00	1,086.75	3,260.25	21.74	11,739.75
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	15,000.00	1,086.75	3,260.25	21.74	11,739.75
01 1160 151 000 1 000	ADDITIONAL COMP/TEACHERS	135,000.00	0.00	0.00	0.00	135,000.00
01 1160 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,956.25	5,868.75	0.00	(5,868.75)
01 1160 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	4,575.82	14,560.71	0.00	(14,560.71)
01 1160 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,006.74	3,020.22	0.00	(3,020.22)
01 1160 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,658.83	4,976.49	0.00	(4,976.49)
151	ADDITIONAL COMP/TEACHERS	135,000.00	9,197.64	28,426.17	21.06	106,573.83
01 1160 211 000 0 000	GROUP INSURANCE	15,000.00	0.00	0.00	0.00	15,000.00
01 1160 211 014 0 000	GROUP INSURANCE/TEACH. , PROF. STAFF	0.00	219.09	657.27	0.00	(657.27)
01 1160 211 015 0 000	GROUP INSURANCE/TEACH. , PROF. STAFF	0.00	219.08	657.24	0.00	(657.24)
01 1160 211 014 1 000	GROUP INSURANCE/TEACH. , PROF. STAFF	0.00	41.30	123.90	0.00	(123.90)
01 1160 211 015 1 000	GROUP INSURANCE/TEACH. , PROF. STAFF	0.00	41.31	123.93	0.00	(123.93)
211	GROUP INSURANCE/TEACH. , PROF. STAFF	15,000.00	520.78	1,562.34	10.42	13,437.66
01 1160 212 000 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	6,000.00	0.00	0.00	0.00	6,000.00
01 1160 212 013 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	0.00	589.95	1,769.85	0.00	(1,769.85)
212	GROUP INSURANCE/INSTRUCTIONAL AIDES	6,000.00	589.95	1,769.85	29.50	4,230.15
01 1160 220 000 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	1,200.00	77.76	233.28	19.44	966.72
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	1,200.00	77.76	233.28	19.44	966.72
01 1160 221 000 0 000	SOCIAL SECURITY	50,000.00	253.78	761.34	1.52	49,238.66
01 1160 221 001 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	564.57	1,716.08	0.00	(1,716.08)
01 1160 221 013 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	1,170.58	3,699.53	0.00	(3,699.53)
01 1160 221 014 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	284.18	852.54	0.00	(852.54)
01 1160 221 015 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	435.47	1,306.44	0.00	(1,306.44)
01 1160 221 001 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	148.62	445.88	0.00	(445.88)
01 1160 221 013 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	344.56	1,097.42	0.00	(1,097.42)
01 1160 221 014 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	62.76	188.28	0.00	(188.28)

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 1160 221 015 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	111.60	334.83	0.00	(334.83)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	50,000.00	3,376.12	10,402.34	20.80	39,597.66
01 1160 222 000 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	5,000.00	0.00	0.00	0.00	5,000.00
01 1160 222 001 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	50.95	124.04	0.00	(124.04)
01 1160 222 013 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	167.25	452.94	0.00	(452.94)
222	SOCIAL SECURITY/INSTRUCTIONAL AIDES	5,000.00	218.20	576.98	11.54	4,423.02
01 1160 231 000 0 000	RETIREMENT	60,000.00	349.02	1,047.06	1.75	58,952.94
01 1160 231 001 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	730.18	2,219.37	0.00	(2,219.37)
01 1160 231 013 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	1,529.95	4,832.32	0.00	(4,832.32)
01 1160 231 014 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	438.04	1,314.12	0.00	(1,314.12)
01 1160 231 015 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	636.67	1,910.01	0.00	(1,910.01)
01 1160 231 001 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	193.23	579.70	0.00	(579.70)
01 1160 231 013 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	257.64	772.92	0.00	(772.92)
01 1160 231 014 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	64.41	193.23	0.00	(193.23)
01 1160 231 015 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	128.83	386.49	0.00	(386.49)
231	RETIREMENT/TEACH,PROF.STAFF	60,000.00	4,327.97	13,255.22	22.09	46,744.78
01 1160 232 013 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	254.12	699.32	0.00	(699.32)
232	RETIREMENT/INSTRUCTIONAL AIDES	0.00	254.12	699.32	0.00	(699.32)
01 1160 239 000 0 000	RETIREMENT	15,000.00	0.00	0.00	0.00	15,000.00
239	RETIREMENT/COMP	15,000.00	0.00	0.00	0.00	15,000.00
1160	POVERTY PROGRAM	857,200.00	60,318.81	183,926.44	21.46	673,273.56
1200	SPECIAL EDUCATION PROGRAMS					
01 1200 111 000 0 000	SPECIAL ED SALARIES	466,000.00	12,641.15	37,950.16	8.14	428,049.84
01 1200 111 001 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	5,711.96	18,035.88	0.00	(18,035.88)
01 1200 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	4,590.09	13,770.27	0.00	(13,770.27)
01 1200 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	3,347.77	10,043.31	0.00	(10,043.31)
01 1200 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	4,037.94	12,113.82	0.00	(12,113.82)
111	SALARIES/TEACHER-PROF.STAFF	466,000.00	30,328.91	91,913.44	19.72	374,086.56
01 1200 112 000 0 000	AIDES	382,300.00	1,445.88	3,037.42	0.79	379,262.58
01 1200 112 001 0 000	SALARIES/PARAPROFESSIONALS	0.00	6,309.50	16,102.86	0.00	(16,102.86)
01 1200 112 013 0 000	SALARIES/PARAPROFESSIONALS	0.00	14,438.37	37,743.45	0.00	(37,743.45)
01 1200 112 014 0 000	SALARIES/PARAPROFESSIONALS	0.00	10,543.44	28,025.88	0.00	(28,025.88)
01 1200 112 015 0 000	SALARIES/PARAPROFESSIONALS	0.00	3,956.38	10,443.93	0.00	(10,443.93)
112	SALARIES/PARAPROFESSIONALS	382,300.00	36,693.57	95,353.54	24.94	286,946.46
01 1200 113 000 0 000	SALARY-SUBSTITUTES	12,000.00	0.00	0.00	0.00	12,000.00
01 1200 113 001 0 000	SALARIES/SUBSTITUTES	0.00	154.85	457.35	0.00	(457.35)
01 1200 113 014 0 000	SALARIES/SUBSTITUTES	0.00	110.00	110.00	0.00	(110.00)
01 1200 113 015 0 000	SALARIES/SUBSTITUTES	0.00	0.00	55.00	0.00	(55.00)
113	SALARIES/SUBSTITUTES	12,000.00	264.85	622.35	5.19	11,377.65
01 1200 132 001 0 000	OVERTIME SALARIES/PARAPROFESSIONALS	1,000.00	0.00	0.00	0.00	1,000.00
01 1200 132 014 0 000	OVERTIME SALARIES/PARAPROFESSIONALS	0.00	0.00	0.52	0.00	(0.52)
132	OVERTIME SALARIES/PARAPROFESSIONALS	1,000.00	0.00	0.52	0.05	999.48
01 1200 150 000 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	5,000.00	456.46	1,369.38	27.39	3,630.62
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	5,000.00	456.46	1,369.38	27.39	3,630.62
01 1200 151 000 0 000	EXTRA DUTY SALARIES	0.00	96.34	289.02	0.00	(289.02)
01 1200 151 001 0 000	FLAT SALARIES/TEACHERS	0.00	302.77	935.81	0.00	(935.81)
01 1200 151 013 0 000	FLAT SALARIES/TEACHERS	0.00	192.68	578.04	0.00	(578.04)
01 1200 151 014 0 000	FLAT SALARIES/TEACHERS	0.00	91.75	275.25	0.00	(275.25)
01 1200 151 015 0 000	FLAT SALARIES/TEACHERS	0.00	110.09	302.77	0.00	(302.77)
01 1200 151 000 1 000	ADDITIONAL COMP/TEACHERS	86,050.00	1,821.96	5,465.88	6.35	80,584.12
01 1200 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,658.82	4,976.46	0.00	(4,976.46)
01 1200 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	709.31	2,127.93	0.00	(2,127.93)
01 1200 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,304.17	3,912.51	0.00	(3,912.51)
01 1200 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,304.17	3,912.51	0.00	(3,912.51)
151	ADDITIONAL COMP/TEACHERS	86,050.00	7,592.06	22,776.18	26.47	63,273.82
01 1200 211 000 0 000	GROUP INSURANCE	25,000.00	443.33	1,329.99	5.32	23,670.01
01 1200 211 001 0 000	GROUP INSURANCE/TEACH.,PROF.STAFF	0.00	241.35	782.22	0.00	(782.22)

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 1200 211 013 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	529.88	1,589.64	0.00	(1,589.64)
01 1200 211 000 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	45.42	136.26	0.00	(136.26)
01 1200 211 001 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	41.83	125.74	0.00	(125.74)
01 1200 211 013 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	78.20	234.60	0.00	(234.60)
211	GROUP INSURANCE/TEACH., PROF.STAFF	25,000.00	1,380.01	4,198.45	16.79	20,801.55
01 1200 212 000 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	25,000.00	0.00	0.00	0.00	25,000.00
01 1200 212 001 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	0.00	1,049.26	3,337.61	0.00	(3,337.61)
01 1200 212 013 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	0.00	593.79	1,395.41	0.00	(1,395.41)
01 1200 212 014 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	0.00	668.18	1,770.68	0.00	(1,770.68)
01 1200 212 015 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	0.00	580.84	1,645.09	0.00	(1,645.09)
212	GROUP INSURANCE/INSTRUCTIONAL AIDES	25,000.00	2,892.07	8,148.79	32.60	16,851.21
01 1200 213 001 0 000	GROUP INSURANCE/SUBSTITUTE TEACHERS	0.00	51.63	163.97	0.00	(163.97)
213	GROUP INSURANCE/SUBSTITUTE TEACHERS	0.00	51.63	163.97	0.00	(163.97)
01 1200 220 000 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	500.00	33.59	100.77	20.15	399.23
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	500.00	33.59	100.77	20.15	399.23
01 1200 221 000 0 000	SOCIAL SECURITY	40,000.00	759.43	2,280.28	5.70	37,719.72
01 1200 221 001 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	418.80	1,319.24	0.00	(1,319.24)
01 1200 221 013 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	351.21	1,054.70	0.00	(1,054.70)
01 1200 221 014 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	253.60	760.70	0.00	(760.70)
01 1200 221 015 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	313.92	939.96	0.00	(939.96)
01 1200 221 000 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	105.19	315.57	0.00	(315.57)
01 1200 221 001 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	119.00	357.16	0.00	(357.16)
01 1200 221 013 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	52.39	157.17	0.00	(157.17)
01 1200 221 014 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	96.15	288.43	0.00	(288.43)
01 1200 221 015 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	98.72	296.16	0.00	(296.16)
221	SOCIAL SECURITY/TEACHERS, PROF.STAFF	40,000.00	2,568.41	7,769.37	19.42	32,230.63
01 1200 222 000 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	25,000.00	110.61	232.37	0.93	24,767.63
01 1200 222 001 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	430.88	1,069.77	0.00	(1,069.77)
01 1200 222 013 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	991.23	2,612.28	0.00	(2,612.28)
01 1200 222 014 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	775.58	2,055.83	0.00	(2,055.83)
01 1200 222 015 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	281.23	738.21	0.00	(738.21)
222	SOCIAL SECURITY/INSTRUCTIONAL AIDES	25,000.00	2,589.53	6,708.46	26.83	18,291.54
01 1200 223 000 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	2,000.00	0.00	0.00	0.00	2,000.00
01 1200 223 001 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	9.77	28.09	0.00	(28.09)
01 1200 223 014 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	8.41	8.41	0.00	(8.41)
01 1200 223 015 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	0.00	4.21	0.00	(4.21)
223	SOCIAL SECURITY/SUBSTITUTE TEACHERS	2,000.00	18.18	40.71	2.04	1,959.29
01 1200 231 000 0 000	RETIREMENT	50,000.00	1,253.78	3,763.97	7.53	46,236.03
01 1200 231 001 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	591.82	1,867.07	0.00	(1,867.07)
01 1200 231 013 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	470.67	1,412.01	0.00	(1,412.01)

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 1200 231 014 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	338.35	1,015.05	0.00	(1,015.05)
01 1200 231 015 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	408.13	1,221.67	0.00	(1,221.67)
01 1200 231 000 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	128.82	386.46	0.00	(386.46)
01 1200 231 015 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	128.82	386.46	0.00	(386.46)
231	RETIREMENT/TEACH, PROF. STAFF	50,000.00	3,320.39	10,052.69	20.11	39,947.31
01 1200 232 000 0 000	RETIREMENT/INSTRUCTIONAL AIDES	30,000.00	142.82	300.03	1.00	29,699.97
01 1200 232 001 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	623.25	1,590.61	0.00	(1,590.61)
01 1200 232 013 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	1,426.20	3,728.22	0.00	(3,728.22)
01 1200 232 014 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	1,029.51	2,659.61	0.00	(2,659.61)
01 1200 232 015 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	390.80	1,031.62	0.00	(1,031.62)
232	RETIREMENT/INSTRUCTIONAL AIDES	30,000.00	3,612.58	9,310.09	31.03	20,689.91
01 1200 233 001 0 000	RETIREMENT/SUBSTITUTE TEACHERS	0.00	0.00	2.72	0.00	(2.72)
233	RETIREMENT/SUBSTITUTE TEACHERS	0.00	0.00	2.72	0.00	(2.72)
01 1200 320 000 0 000	PURCHASED PUPIL SERVICES	45,000.00	0.00	0.00	0.00	45,000.00
320	PUPIL SERVICES	45,000.00	0.00	0.00	0.00	45,000.00
01 1200 330 000 0 000	REGISTRATIONS/TRAINING	2,000.00	240.50	416.00	20.80	1,584.00
330	REGISTRATIONS/TRAINING FEES	2,000.00	240.50	416.00	20.80	1,584.00
01 1200 340 000 0 000	CONTRACTED OR SECURED SERVICES	15,000.00	0.00	154.50	1.03	14,845.50
340	OTHER PROFESSIONAL SERVICES	15,000.00	0.00	154.50	1.03	14,845.50
01 1200 382 000 0 000	TELEPHONE	450.00	35.68	107.40	23.87	342.60
382	TELEPHONE	450.00	35.68	107.40	23.87	342.60
01 1200 530 000 0 000	OTHER COMMUNICATIONS	0.00	0.00	19.95	0.00	(19.95)
530	OTHER COMMUNICATIONS	0.00	0.00	19.95	0.00	(19.95)
01 1200 531 000 0 000	POSTAGE	0.00	0.00	0.00	0.00	0.00
531	POSTAGE	0.00	0.00	0.00	0.00	0.00
01 1200 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	500.00	18.24	810.83	228.37	(310.83)
580	TRAVEL	500.00	18.24	810.83	228.37	(310.83)
01 1200 591 000 0 000	SUPERVISION OF ESU PROGRAM SCHOOL AGE	10,000.00	368.44	736.88	7.37	9,263.12
591	SERVICES PURCHASED FROM AN ESU	10,000.00	368.44	736.88	7.37	9,263.12
01 1200 610 000 0 000	SUPPLIES	5,000.00	235.44	2,451.06	248.78	2,548.94
01 1200 610 014 0 000	SUPPLIES	0.00	1,212.30	1,212.30	0.00	(1,212.30)
01 1200 610 015 0 000	SUPPLIES	0.00	391.00	391.00	0.00	(391.00)
01 1200 610 000 1 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	5,000.00	1,838.74	4,054.36	315.67	945.64
01 1200 626 000 0 000	GAS AND OIL	500.00	0.00	0.00	0.00	500.00
626	GAS AND OIL	500.00	0.00	0.00	0.00	500.00
01 1200 640 000 0 000	BOOKS AND PERIODICALS	1,000.00	571.21	571.21	91.04	428.79
640	BOOKS AND PERIODICALS	1,000.00	571.21	571.21	91.04	428.79
01 1200 810 000 0 000	DUES AND FEES	0.00	335.00	677.00	0.00	(677.00)
810	DUES AND FEES	0.00	335.00	677.00	0.00	(677.00)
1200	SPECIAL EDUCATION PROGRAMS	1,229,300.00	95,210.05	266,079.56	22.79	963,220.44
1291	SPED/AGE 3-5					
01 1291 111 000 0 000	SALARIES/TEACHER-PROF. STAFF	10,000.00	4.41	13.23	0.13	9,986.77
111	SALARIES/TEACHER-PROF. STAFF	10,000.00	4.41	13.23	0.13	9,986.77
01 1291 151 000 1 000	ADDITIONAL COMP/TEACHERS	2,000.00	141.86	425.58	21.28	1,574.42
151	ADDITIONAL COMP/TEACHERS	2,000.00	141.86	425.58	21.28	1,574.42
01 1291 211 000 0 000	GROUP INSURANCE/TEACH., PROF. STAFF	1,200.00	0.39	1.17	0.10	1,198.83
01 1291 211 000 1 000	GROUP INSURANCE/TEACH., PROF. STAFF	0.00	12.44	37.32	0.00	(37.32)
211	GROUP INSURANCE/TEACH., PROF. STAFF	1,200.00	12.83	38.49	3.21	1,161.51
01 1291 221 000 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	1,000.00	0.27	0.81	0.08	999.19
01 1291 221 000 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	8.96	26.88	0.00	(26.88)
221	SOCIAL SECURITY/TEACHERS, PROF. STAFF	1,000.00	9.23	27.69	2.77	972.31
01 1291 231 000 0 000	RETIREMENT/TEACH, PROF. STAFF	1,000.00	0.00	0.00	0.00	1,000.00

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
231	RETIREMENT/TEACH, PROF. STAFF	1,000.00	0.00	0.00	0.00	1,000.00
1291	SPED/AGE 3-5	15,200.00	168.33	504.99	3.32	14,695.01
1292	SPED/AGE 0-2					
01 1292 111 000 0 000	SALARIES/TEACHER-PROF. STAFF	3,500.00	1.10	3.30	0.09	3,496.70
111	SALARIES/TEACHER-PROF. STAFF	3,500.00	1.10	3.30	0.09	3,496.70
01 1292 151 000 1 000	ADDITIONAL COMP/TEACHERS	1,000.00	35.47	106.41	10.64	893.59
151	ADDITIONAL COMP/TEACHERS	1,000.00	35.47	106.41	10.64	893.59
01 1292 211 000 0 000	GROUP INSURANCE/TEACH., PROF. STAFF	0.00	0.10	0.30	0.00	(0.30)
01 1292 211 000 1 000	GROUP INSURANCE/TEACH., PROF. STAFF	0.00	3.12	9.36	0.00	(9.36)
211	GROUP INSURANCE/TEACH., PROF. STAFF	0.00	3.22	9.66	0.00	(9.66)
01 1292 221 000 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	500.00	0.08	0.24	0.05	499.76
01 1292 221 000 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	2.19	6.57	0.00	(6.57)
221	SOCIAL SECURITY/TEACHERS, PROF. STAFF	500.00	2.27	6.81	1.36	493.19
01 1292 231 000 0 000	RETIREMENT/TEACH, PROF. STAFF	500.00	0.00	0.00	0.00	500.00
231	RETIREMENT/TEACH, PROF. STAFF	500.00	0.00	0.00	0.00	500.00
01 1292 591 000 0 000	SUPERVISION B-2 VISION SERVICE	0.00	25.92	25.92	0.00	(25.92)
591	SERVICES PURCHASED FROM AN ESU	0.00	25.92	25.92	0.00	(25.92)
1292	SPED/AGE 0-2	5,500.00	67.98	152.10	2.77	5,347.90
1295	SPED INST.UNIFIED SPORTS					
01 1295 151 001 0 000	ADDITIONAL COMP/TEACHERS	0.00	337.95	473.13	0.00	(473.13)
151	ADDITIONAL COMP/TEACHERS	0.00	337.95	473.13	0.00	(473.13)
01 1295 211 001 0 000	GROUP INSURANCE/TEACH., PROF. STAFF	0.00	39.86	56.33	0.00	(56.33)
211	GROUP INSURANCE/TEACH., PROF. STAFF	0.00	39.86	56.33	0.00	(56.33)
01 1295 221 001 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	20.44	28.54	0.00	(28.54)
221	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	20.44	28.54	0.00	(28.54)
01 1295 231 001 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	33.38	46.73	0.00	(46.73)
231	RETIREMENT/TEACH, PROF. STAFF	0.00	33.38	46.73	0.00	(46.73)
1295	SPED INST.UNIFIED SPORTS	0.00	431.63	604.73	0.00	(604.73)
2120	GUIDANCE SERVICES					
01 2120 111 000 0 000	REGULAR SALARY-GUIDANCE	255,000.00	0.00	0.00	0.00	255,000.00
01 2120 111 001 0 000	SALARIES/TEACHER-PROF. STAFF	0.00	6,462.44	19,387.32	0.00	(19,387.32)
01 2120 111 014 0 000	SALARIES/TEACHER-PROF. STAFF	0.00	58.60	175.80	0.00	(175.80)
01 2120 111 015 0 000	SALARIES/TEACHER-PROF. STAFF	0.00	4,336.54	13,009.62	0.00	(13,009.62)
111	SALARIES/TEACHER-PROF. STAFF	255,000.00	10,857.58	32,572.74	12.77	222,427.26
01 2120 151 000 1 000	ADDITIONAL COMP/TEACHERS	50,000.00	0.00	0.00	0.00	50,000.00
01 2120 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,304.17	3,912.51	0.00	(3,912.51)
01 2120 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	13.04	39.12	0.00	(39.12)
01 2120 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	965.08	2,895.24	0.00	(2,895.24)
151	ADDITIONAL COMP/TEACHERS	50,000.00	2,282.29	6,846.87	13.69	43,153.13
01 2120 221 000 0 000	SOCIAL SECURITY	16,000.00	0.00	0.00	0.00	16,000.00
01 2120 221 001 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	348.27	1,044.87	0.00	(1,044.87)
01 2120 221 014 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	3.96	11.88	0.00	(11.88)
01 2120 221 015 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	293.03	879.09	0.00	(879.09)
01 2120 221 001 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	70.27	210.85	0.00	(210.85)
01 2120 221 014 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	0.89	2.67	0.00	(2.67)
01 2120 221 015 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	65.21	195.63	0.00	(195.63)
221	SOCIAL SECURITY/TEACHERS, PROF. STAFF	16,000.00	781.63	2,344.99	14.66	13,655.01
01 2120 231 000 0 000	RETIREMENT	24,000.00	0.00	0.00	0.00	24,000.00
01 2120 231 001 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	636.03	1,908.09	0.00	(1,908.09)
01 2120 231 014 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	5.77	17.31	0.00	(17.31)
01 2120 231 015 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	426.79	1,280.37	0.00	(1,280.37)
01 2120 231 001 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	128.82	386.46	0.00	(386.46)

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 2120 231 014 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	1.29	3.87	0.00	(3.87)
01 2120 231 015 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	95.33	285.99	0.00	(285.99)
231	RETIREMENT/TEACH, PROF. STAFF	24,000.00	1,294.03	3,882.09	16.18	20,117.91
01 2120 239 000 0 000	RETIREMENT	6,000.00	0.00	0.00	0.00	6,000.00
239	RETIREMENT/COMP	6,000.00	0.00	0.00	0.00	6,000.00
01 2120 320 000 0 000	PUPIL SERVICES	15,000.00	0.00	0.00	0.00	15,000.00
320	PUPIL SERVICES	15,000.00	0.00	0.00	0.00	15,000.00
01 2120 591 000 0 000	SERVICES PURCHASED FROM AN ESU	0.00	300.00	600.00	0.00	(600.00)
591	SERVICES PURCHASED FROM AN ESU	0.00	300.00	600.00	0.00	(600.00)
01 2120 610 000 0 000	SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00
610	SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00
01 2120 890 000 0 000	OTHER MISC OBJECTS	1,000.00	0.00	0.00	0.00	1,000.00
890	OTHER MISC SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
2120	GUIDANCE SERVICES	368,000.00	15,515.53	46,246.69	12.57	321,753.31
2130	HEALTH SERVICES					
01 2130 111 000 0 000	NURSE SALARY	5,000.00	0.00	0.00	0.00	5,000.00
111	SALARIES/TEACHER-PROF. STAFF	5,000.00	0.00	0.00	0.00	5,000.00
01 2130 151 000 0 000	COMPENSATION CONTRACT	1,000.00	0.00	0.00	0.00	1,000.00
151	ADDITIONAL COMP/TEACHERS	1,000.00	0.00	0.00	0.00	1,000.00
01 2130 211 000 0 000	COMPENSATION	1,000.00	0.00	0.00	0.00	1,000.00
211	GROUP INSURANCE/TEACH., PROF. STAFF	1,000.00	0.00	0.00	0.00	1,000.00
01 2130 221 000 0 000	SOCIAL SECURITY	1,000.00	0.00	0.00	0.00	1,000.00
221	SOCIAL SECURITY/TEACHERS, PROF. STAFF	1,000.00	0.00	0.00	0.00	1,000.00
01 2130 231 000 0 000	RETIREMENT	1,000.00	0.00	0.00	0.00	1,000.00
231	RETIREMENT/TEACH, PROF. STAFF	1,000.00	0.00	0.00	0.00	1,000.00
01 2130 330 000 0 000	REGISTRATIONS/TRAINING FEES	500.00	0.00	0.00	0.00	500.00
330	REGISTRATIONS/TRAINING FEES	500.00	0.00	0.00	0.00	500.00
01 2130 610 000 0 000	SUPPLIES	5,000.00	5,772.22	6,131.69	129.83	(1,131.69)
610	SUPPLIES	5,000.00	5,772.22	6,131.69	129.83	(1,131.69)
01 2130 890 000 0 000	OTHER MISC OBJECTS	5,000.00	0.00	0.00	0.00	5,000.00
890	OTHER MISC SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
2130	HEALTH SERVICES	19,500.00	5,772.22	6,131.69	33.29	13,368.31
2140	PSYCHOLOGICAL SERVICES					
01 2140 320 000 0 000	PUPIL SERVICES	25,000.00	0.00	0.00	0.00	25,000.00
320	PUPIL SERVICES	25,000.00	0.00	0.00	0.00	25,000.00
2140	PSYCHOLOGICAL SERVICES	25,000.00	0.00	0.00	0.00	25,000.00
2141	PSYCHOLOGICAL ASSESSMENT SCHOOL AGE					
01 2141 320 000 0 000	PUPIL SERVICES	8,000.00	0.00	0.00	0.00	8,000.00
320	PUPIL SERVICES	8,000.00	0.00	0.00	0.00	8,000.00
01 2141 591 000 0 000	PSYCHOLOGICAL ASSESSMENT SCHOOL AGE	15,000.00	2,413.00	4,826.00	32.17	10,174.00
591	SERVICES PURCHASED FROM AN ESU	15,000.00	2,413.00	4,826.00	32.17	10,174.00
2141	PSYCHOLOGICAL ASSESSMENT SCHOOL AGE	23,000.00	2,413.00	4,826.00	20.98	18,174.00
2142	PSYCHOLOGICAL ASSESSMENT 3-5					
01 2142 320 000 0 000	PUPIL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
320	PUPIL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
2142	PSYCHOLOGICAL ASSESSMENT 3-5	1,000.00	0.00	0.00	0.00	1,000.00
2151	SPEECH SCHOOL AGE					
01 2151 320 000 0 000	PUPIL SERVICES	25,000.00	0.00	0.00	0.00	25,000.00
320	PUPIL SERVICES	25,000.00	0.00	0.00	0.00	25,000.00
01 2151 591 000 0 000	SPEECH/LANGUAGE SCHOOL AGE	8,000.00	2,076.98	4,153.96	51.92	3,846.04
591	SERVICES PURCHASED FROM AN ESU	8,000.00	2,076.98	4,153.96	51.92	3,846.04
2151	SPEECH SCHOOL AGE	33,000.00	2,076.98	4,153.96	12.59	28,846.04
2152	SPEECH AGE 3/5					
01 2152 320 000 0 000	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
320	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
01 2152 591 000 0 000	SPEECH/LANGUAGE 3-5	5,000.00	0.00	0.00	0.00	5,000.00
591	SERVICES PURCHASED FROM AN ESU	5,000.00	0.00	0.00	0.00	5,000.00

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
2152	SPEECH AGE 3/5	10,000.00	0.00	0.00	0.00	10,000.00
2153	SPEECH AGE B/2					
01 2153 320 000 0 000	PUPIL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
320	PUPIL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
2153	SPEECH AGE B/2	2,000.00	0.00	0.00	0.00	2,000.00
2160	OCCUPATIONAL THERAPY					
01 2160 580 000 0 000	TRAVEL	2,000.00	77.84	192.75	9.64	1,807.25
580	TRAVEL	2,000.00	77.84	192.75	9.64	1,807.25
2160	OCCUPATIONAL THERAPY	2,000.00	77.84	192.75	9.64	1,807.25
2161	OCCUPATIONAL THERAPY S/A					
01 2161 320 000 0 000	PUPIL SERVICES	30,000.00	0.00	0.00	0.00	30,000.00
320	PUPIL SERVICES	30,000.00	0.00	0.00	0.00	30,000.00
01 2161 340 000 0 000	SCHOOL AGE OT SERVICES	5,000.00	2,607.00	6,162.00	123.24	(1,162.00)
340	OTHER PROFESSIONAL SERVICES	5,000.00	2,607.00	6,162.00	123.24	(1,162.00)
2161	OCCUPATIONAL THERAPY S/A	35,000.00	2,607.00	6,162.00	17.61	28,838.00
2162	OT AGE 3/5					
01 2162 320 000 0 000	AGE 3-5 OT SERVICES	4,000.00	0.00	0.00	0.00	4,000.00
320	PUPIL SERVICES	4,000.00	0.00	0.00	0.00	4,000.00
01 2162 340 000 0 000	3-5 OT SERVICES	5,000.00	395.00	1,106.00	22.12	3,894.00
340	OTHER PROFESSIONAL SERVICES	5,000.00	395.00	1,106.00	22.12	3,894.00
2162	OT AGE 3/5	9,000.00	395.00	1,106.00	12.29	7,894.00
2163	OT SERVICES AGE B/2					
01 2163 320 000 0 000	PUPIL SERVICES	2,500.00	0.00	0.00	0.00	2,500.00
320	PUPIL SERVICES	2,500.00	0.00	0.00	0.00	2,500.00
01 2163 340 000 0 000	BIRTH-2 OT SERVICES	5,000.00	158.00	237.00	4.74	4,763.00
340	OTHER PROFESSIONAL SERVICES	5,000.00	158.00	237.00	4.74	4,763.00
2163	OT SERVICES AGE B/2	7,500.00	158.00	237.00	3.16	7,263.00
2170	PHYSICAL THERAPY					
01 2170 580 000 0 000	TRAVEL	1,000.00	0.00	410.92	41.09	589.08
580	TRAVEL	1,000.00	0.00	410.92	41.09	589.08
2170	PHYSICAL THERAPY	1,000.00	0.00	410.92	41.09	589.08
2171	PHYSICAL THERAPY SCHOOL AGE					
01 2171 320 000 0 000	PUPIL SERVICES	15,000.00	0.00	0.00	0.00	15,000.00
320	PUPIL SERVICES	15,000.00	0.00	0.00	0.00	15,000.00
01 2171 340 000 0 000	SCHOOL AGE PT SERVICE	5,000.00	651.75	842.93	16.86	4,157.07
340	OTHER PROFESSIONAL SERVICES	5,000.00	651.75	842.93	16.86	4,157.07
2171	PHYSICAL THERAPY SCHOOL AGE	20,000.00	651.75	842.93	4.21	19,157.07
2172	PHYSICAL THERAPY AGE 3/5					
01 2172 320 000 0 000	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
320	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
01 2172 340 000 0 000	AGES 3-5 PT SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
340	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
2172	PHYSICAL THERAPY AGE 3/5	10,000.00	0.00	0.00	0.00	10,000.00
2173	PHYSICAL THERAPY AGE B/2					
01 2173 320 000 0 000	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
320	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
01 2173 334 000 0 000	MILEAGE	5,000.00	980.70	1,605.37	32.11	3,394.63
334	MILEAGE PD/OTHER	5,000.00	980.70	1,605.37	32.11	3,394.63
01 2173 340 000 0 000	BIRTH-2 PT SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
340	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
2173	PHYSICAL THERAPY AGE B/2	15,000.00	980.70	1,605.37	10.70	13,394.63
2181	VISION SERVICES - SCHOOL AGE					
01 2181 591 000 0 000	VISION SERVICES - SCHOOL AGE	11,000.00	0.00	0.00	0.00	11,000.00
591	SERVICES PURCHASED FROM AN ESU	11,000.00	0.00	0.00	0.00	11,000.00
2181	VISION SERVICES - SCHOOL AGE	11,000.00	0.00	0.00	0.00	11,000.00
2183	VISION SERVICES BIRTH-2					
01 2183 320 000 0 000	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
320	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 2183 591 000 0 000	VISION SERVICES BIRTH-2	3,000.00	324.00	324.00	10.80	2,676.00
591	SERVICES PURCHASED FROM AN ESU	3,000.00	324.00	324.00	10.80	2,676.00
2183	VISION SERVICES BIRTH-2	8,000.00	324.00	324.00	4.05	7,676.00
2190	OTHER PUPIL SUPPORT SERV					
01 2190 591 000 0 000	SERVICES PURCHASED FROM AN ESU	0.00	0.00	385.00	0.00	(385.00)
591	SERVICES PURCHASED FROM AN ESU	0.00	0.00	385.00	0.00	(385.00)
2190	OTHER PUPIL SUPPORT SERV	0.00	0.00	385.00	0.00	(385.00)
2220	LIBRARY					
01 2220 111 000 0 000	LIBRARIAN SALARY	55,350.00	3,761.99	11,285.97	20.39	44,064.03
111	SALARIES/TEACHER-PROF.STAFF	55,350.00	3,761.99	11,285.97	20.39	44,064.03
01 2220 151 000 1 000	ADDITIONAL COMP/TEACHERS	15,650.00	1,304.17	3,912.51	25.00	11,737.49
151	ADDITIONAL COMP/TEACHERS	15,650.00	1,304.17	3,912.51	25.00	11,737.49
01 2220 221 000 0 000	SOCIAL SECURITY	4,000.00	211.03	633.09	15.83	3,366.91
01 2220 221 000 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	73.19	219.57	0.00	(219.57)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	4,000.00	284.22	852.66	21.32	3,147.34
01 2220 231 000 0 000	RETIREMENT	6,000.00	370.07	1,110.21	18.50	4,889.79
01 2220 231 000 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	128.82	386.46	0.00	(386.46)
231	RETIREMENT/TEACH,PROF.STAFF	6,000.00	498.89	1,496.67	24.94	4,503.33
01 2220 610 000 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00
01 2220 640 000 0 000	BOOKS AND PERIODICALS	5,000.00	0.00	0.00	0.00	5,000.00
01 2220 640 001 0 000	BOOKS AND PERIODICALS	0.00	0.00	2,597.17	0.00	(2,597.17)
01 2220 640 013 0 000	BOOKS AND PERIODICALS	0.00	0.00	2,642.34	0.00	(2,642.34)
01 2220 640 014 0 000	BOOKS AND PERIODICALS	0.00	0.00	2,767.23	0.00	(2,767.23)
01 2220 640 015 0 000	LIBRARY BOOKS	0.00	0.00	2,163.13	0.00	(2,163.13)
640	BOOKS AND PERIODICALS	5,000.00	0.00	10,169.87	203.40	(5,169.87)
01 2220 641 000 0 000	EBOOKS	0.00	0.00	376.99	0.00	(376.99)
641	E BOOKS	0.00	0.00	376.99	0.00	(376.99)
01 2220 735 000 0 000	COMPUTER (SOFTWARE)	4,000.00	0.00	0.00	0.00	4,000.00
735	COMPUTER (SOFTWARE)	4,000.00	0.00	0.00	0.00	4,000.00
2220	LIBRARY	90,000.00	5,849.27	28,094.67	32.07	61,905.33
2224	EDUCATIONAL TV SERVICES					
01 2224 382 000 0 000	TELEPHONE	10,000.00	2,265.33	6,585.99	65.86	3,414.01
382	TELEPHONE	10,000.00	2,265.33	6,585.99	65.86	3,414.01
2224	EDUCATIONAL TV SERVICES	10,000.00	2,265.33	6,585.99	65.86	3,414.01
2310	BOARD OF EDUCATION					
01 2310 340 000 0 000	CONTRACTED OR SECURED SERVICES	45,000.00	3,600.00	3,600.00	8.00	41,400.00
340	OTHER PROFESSIONAL SERVICES	45,000.00	3,600.00	3,600.00	8.00	41,400.00
01 2310 350 000 0 000	ACCOUNTING & AUDITING SERVICES	30,000.00	0.00	0.00	0.00	30,000.00
350	TECHNICAL SERVICES	30,000.00	0.00	0.00	0.00	30,000.00
01 2310 520 000 0 000	PROPERTY INSURANCE	100,000.00	0.00	0.00	0.00	100,000.00
520	PROPERTY INSURANCE	100,000.00	0.00	0.00	0.00	100,000.00
01 2310 540 000 0 000	ADVERTISING AND PRINTING	5,000.00	0.00	0.00	0.00	5,000.00
540	ADVERTISING AND PRINTING	5,000.00	0.00	0.00	0.00	5,000.00
01 2310 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	1,000.00	124.00	1,026.64	102.66	(26.64)
580	TRAVEL	1,000.00	124.00	1,026.64	102.66	(26.64)
01 2310 610 000 0 000	SUPPLIES	0.00	0.00	5,706.95	0.00	(5,706.95)
610	SUPPLIES	0.00	0.00	5,706.95	0.00	(5,706.95)
01 2310 810 000 0 000	DUES AND FEES	10,000.00	756.26	858.43	8.58	9,141.57
810	DUES AND FEES	10,000.00	756.26	858.43	8.58	9,141.57
01 2310 890 000 0 000	OTHER MISC OBJECTS	9,000.00	605.88	605.88	6.73	8,394.12
890	OTHER MISC SERVICES	9,000.00	605.88	605.88	6.73	8,394.12
2310	BOARD OF EDUCATION	200,000.00	5,086.14	11,797.90	5.90	188,202.10
2320	EXECUTIVE ADMINISTRATION					
01 2320 105 000 0 000	SALARY - SUPERINTENDENT	156,000.00	12,397.90	37,190.22	23.84	118,809.78
105	SALARY-SUPERINTENDENT	156,000.00	12,397.90	37,190.22	23.84	118,809.78
01 2320 110 000 0 000	SALARIES/NON-INSTRUCTIONAL	150,000.00	7,530.67	22,592.01	15.06	127,407.99

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
110	SALARIES/NON-INSTRUCTIONAL	150,000.00	7,530.67	22,592.01	15.06	127,407.99
01 2320 150 000 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	40,000.00	2,608.34	7,825.02	19.56	32,174.98
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	40,000.00	2,608.34	7,825.02	19.56	32,174.98
01 2320 151 000 1 000	ADDITIONAL COMP/TEACHERS	50,000.00	1,304.17	3,912.51	7.83	46,087.49
151	ADDITIONAL COMP/TEACHERS	50,000.00	1,304.17	3,912.51	7.83	46,087.49
01 2320 220 000 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	15,000.00	566.38	1,699.14	11.33	13,300.86
01 2320 220 000 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	196.25	588.75	0.00	(588.75)
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	15,000.00	762.63	2,287.89	15.25	12,712.11
01 2320 221 000 0 000	SOCIAL SECURITY	3,000.00	0.00	0.00	0.00	3,000.00
01 2320 221 000 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	92.48	277.43	0.00	(277.43)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	3,000.00	92.48	277.43	9.25	2,722.57
01 2320 225 000 0 000	SOCIAL SECURITY/SUPERINTENDENT	10,000.00	878.97	2,636.66	26.37	7,363.34
225	SOCIAL SECURITY/SUPERINTENDENT	10,000.00	878.97	2,636.66	26.37	7,363.34
01 2320 230 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	15,000.00	740.83	2,222.49	14.82	12,777.51
01 2320 230 000 1 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	128.82	386.46	0.00	(386.46)
230	RETIREMENT/NON-INSTRUCTIONAL	15,000.00	869.65	2,608.95	17.39	12,391.05
01 2320 231 000 0 000	RETIREMENT	3,000.00	0.00	0.00	0.00	3,000.00
01 2320 231 000 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	128.82	386.46	0.00	(386.46)
231	RETIREMENT/TEACH,PROF.STAFF	3,000.00	128.82	386.46	12.88	2,613.54
01 2320 235 000 0 000	RETIREMENT/SUPERINTENDENTS	23,000.00	1,220.60	3,661.80	15.92	19,338.20
235	RETIREMENT/SUPERINTENDENTS	23,000.00	1,220.60	3,661.80	15.92	19,338.20
01 2320 239 000 0 000	RETIREMENT	2,500.00	0.00	0.00	0.00	2,500.00
239	RETIREMENT/COMP	2,500.00	0.00	0.00	0.00	2,500.00
01 2320 330 000 0 000	REGISTRATIONS/TRAINING	1,500.00	0.00	215.00	14.33	1,285.00
330	REGISTRATIONS/TRAINING FEES	1,500.00	0.00	215.00	14.33	1,285.00
01 2320 340 000 0 000	PROFESSIONAL/TECHNICAL SERV	1,000.00	0.00	0.00	0.00	1,000.00
340	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
01 2320 350 000 0 000	OTHER PROPERTY SERVICES	8,000.00	0.00	0.00	0.00	8,000.00
350	TECHNICAL SERVICES	8,000.00	0.00	0.00	0.00	8,000.00
01 2320 530 000 0 000	OTHER COMMUNICATIONS	1,000.00	0.00	1,378.91	137.89	(378.91)
530	OTHER COMMUNICATIONS	1,000.00	0.00	1,378.91	137.89	(378.91)
01 2320 540 000 0 000	ADVERTISING AND PRINTING	3,000.00	2,907.16	2,907.16	96.91	92.84
540	ADVERTISING AND PRINTING	3,000.00	2,907.16	2,907.16	96.91	92.84
01 2320 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	5,000.00	62.00	1,148.29	22.97	3,851.71
580	TRAVEL	5,000.00	62.00	1,148.29	22.97	3,851.71
01 2320 610 000 0 000	SUPPLIES	5,000.00	124.01	863.99	17.28	4,136.01
610	SUPPLIES	5,000.00	124.01	863.99	17.28	4,136.01
01 2320 733 000 0 000	FURNITURE AND EQUIPMENT	0.00	0.00	1,681.88	0.00	(1,681.88)
733	FURNITURE AND EQUIP	0.00	0.00	1,681.88	0.00	(1,681.88)
01 2320 810 000 0 000	DUES AND FEES	3,000.00	830.00	970.00	32.33	2,030.00
810	DUES AND FEES	3,000.00	830.00	970.00	32.33	2,030.00
01 2320 890 000 0 000	OTHER MISC OBJECTS	5,000.00	175.00	334.97	6.70	4,665.03
890	OTHER MISC SERVICES	5,000.00	175.00	334.97	6.70	4,665.03
2320	EXECUTIVE ADMINISTRATION	500,000.00	31,892.40	92,879.15	18.58	407,120.85
2330	DIST LEGAL SERVICES					
01 2330 317 000 0 000	LEGAL SERVICES	70,000.00	1,319.00	7,437.22	10.62	62,562.78
317	LEGAL SERVICES	70,000.00	1,319.00	7,437.22	10.62	62,562.78
2330	DIST LEGAL SERVICES	70,000.00	1,319.00	7,437.22	10.62	62,562.78
2410	OFFICE OF THE PRINCIPAL					
01 2410 110 000 0 000	SALARIES/NON-INSTRUCTIONAL	95,500.00	0.00	0.00	0.00	95,500.00
01 2410 110 001 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	2,028.91	5,605.03	0.00	(5,605.03)
01 2410 110 013 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	2,455.21	7,392.31	0.00	(7,392.31)
01 2410 110 014 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	1,319.92	4,064.85	0.00	(4,064.85)
01 2410 110 015 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	2,935.06	9,276.88	0.00	(9,276.88)
110	SALARIES/NON-INSTRUCTIONAL	95,500.00	8,739.10	26,339.07	27.58	69,160.93
01 2410 111 000 0 000	PRINCIPAL'S SALARIES	360,000.00	0.00	0.00	0.00	360,000.00
01 2410 111 001 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	8,526.07	25,578.21	0.00	(25,578.21)

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 2410 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	7,839.05	23,517.15	0.00	(23,517.15)
01 2410 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	5,536.46	16,616.18	0.00	(16,616.18)
01 2410 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	3,345.30	10,042.69	0.00	(10,042.69)
111	SALARIES/TEACHER-PROF.STAFF	360,000.00	25,246.88	75,754.23	21.04	284,245.77
01 2410 113 000 0 000	SALARY-SUBSTITUTES	0.00	0.00	158.83	0.00	(158.83)
113	SALARIES/SUBSTITUTES	0.00	0.00	158.83	0.00	(158.83)
01 2410 130 000 0 000	OVERTIME SALARIES	1,000.00	0.00	0.00	0.00	1,000.00
01 2410 130 001 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	105.63	138.84	0.00	(138.84)
01 2410 130 013 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	9.35	26.54	0.00	(26.54)
01 2410 130 014 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	64.76	138.81	0.00	(138.81)
130	OVERTIME SALARIES/NON-INSTRUCTIONAL	1,000.00	179.74	304.19	30.42	695.81
01 2410 150 000 1 000	ADDITIONAL COMP/NON-INSTRUCTIONAL	55,000.00	0.00	0.00	0.00	55,000.00
01 2410 150 001 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	1,304.17	3,912.51	0.00	(3,912.51)
01 2410 150 013 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	590.49	1,771.47	0.00	(1,771.47)
01 2410 150 014 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	847.71	2,543.13	0.00	(2,543.13)
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	55,000.00	2,742.37	8,227.11	14.96	46,772.89
01 2410 151 000 1 000	ADDITIONAL COMP/TEACHERS	52,000.00	0.00	0.00	0.00	52,000.00
01 2410 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	709.31	2,127.93	0.00	(2,127.93)
01 2410 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,265.04	3,795.12	0.00	(3,795.12)
01 2410 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	393.79	1,833.46	0.00	(1,833.46)
01 2410 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	354.65	1,716.03	0.00	(1,716.03)
151	ADDITIONAL COMP/TEACHERS	52,000.00	2,722.79	9,472.54	18.22	42,527.46
01 2410 210 000 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	8,000.00	0.00	0.00	0.00	8,000.00
01 2410 210 013 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	575.74	1,728.33	0.00	(1,728.33)
01 2410 210 013 1 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	137.94	412.71	0.00	(412.71)
210	GROUP INSURANCE-NON INSTRUCTIONAL	8,000.00	713.68	2,141.04	26.76	5,858.96
01 2410 211 000 0 000	GROUP INSURANCE	8,000.00	0.00	0.00	0.00	8,000.00
01 2410 211 001 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	549.17	1,647.51	0.00	(1,647.51)
01 2410 211 014 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	268.92	806.81	0.00	(806.81)
01 2410 211 015 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	268.92	806.81	0.00	(806.81)
01 2410 211 001 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	45.69	137.07	0.00	(137.07)
01 2410 211 014 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	28.51	85.48	0.00	(85.48)
01 2410 211 015 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	28.51	85.48	0.00	(85.48)
211	GROUP INSURANCE/TEACH., PROF.STAFF	8,000.00	1,189.72	3,569.16	44.61	4,430.84
01 2410 220 000 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	10,000.00	0.00	0.00	0.00	10,000.00
01 2410 220 001 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	156.91	421.12	0.00	(421.12)
01 2410 220 013 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	133.27	401.60	0.00	(401.60)
01 2410 220 014 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	101.83	309.26	0.00	(309.26)
01 2410 220 015 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	224.54	709.69	0.00	(709.69)
01 2410 220 001 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	95.87	286.77	0.00	(286.77)
01 2410 220 013 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	31.92	95.88	0.00	(95.88)
01 2410 220 014 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	62.37	187.14	0.00	(187.14)
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	10,000.00	806.71	2,411.46	24.11	7,588.54
01 2410 221 000 0 000	SOCIAL SECURITY	25,000.00	0.00	0.00	0.00	25,000.00
01 2410 221 001 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	547.96	1,643.88	0.00	(1,643.88)
01 2410 221 013 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	563.31	1,690.01	0.00	(1,690.01)

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 2410 221 014 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	319.24	958.22	0.00	(958.22)
01 2410 221 015 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	153.35	460.57	0.00	(460.57)
01 2410 221 001 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	45.59	136.77	0.00	(136.77)
01 2410 221 013 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	90.89	272.69	0.00	(272.69)
01 2410 221 014 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	19.08	107.14	0.00	(107.14)
01 2410 221 015 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	16.26	98.67	0.00	(98.67)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	25,000.00	1,755.68	5,367.95	21.47	19,632.05
01 2410 223 000 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	0.00	12.15	0.00	(12.15)
223	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	0.00	12.15	0.00	(12.15)
01 2410 230 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	12,000.00	0.00	0.00	0.00	12,000.00
01 2410 230 001 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	209.88	564.47	0.00	(564.47)
01 2410 230 013 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	242.36	729.58	0.00	(729.58)
01 2410 230 014 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	136.13	413.29	0.00	(413.29)
01 2410 230 015 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	160.31	527.51	0.00	(527.51)
230	RETIREMENT/NON-INSTRUCTIONAL	12,000.00	748.68	2,234.85	18.62	9,765.15
01 2410 231 000 0 000	RETIREMENT	35,000.00	0.00	0.00	0.00	35,000.00
01 2410 231 001 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	839.28	2,517.84	0.00	(2,517.84)
01 2410 231 013 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	771.63	2,314.88	0.00	(2,314.88)
01 2410 231 014 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	513.49	1,540.47	0.00	(1,540.47)
01 2410 231 015 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	329.26	987.78	0.00	(987.78)
01 2410 231 013 1 000	RETIREMENT/TEACH, PROF.STAFF	0.00	124.96	374.88	0.00	(374.88)
01 2410 231 014 1 000	RETIREMENT/TEACH, PROF.STAFF	0.00	3.87	11.61	0.00	(11.61)
231	RETIREMENT/TEACH, PROF.STAFF	35,000.00	2,582.49	7,747.46	22.14	27,252.54
01 2410 239 000 0 000	RETIREMENT	8,000.00	0.00	0.00	0.00	8,000.00
239	RETIREMENT/COMP	8,000.00	0.00	0.00	0.00	8,000.00
01 2410 320 000 0 000	PURCHASED PUPIL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
320	PUPIL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
01 2410 330 000 0 000	REGISTRATIONS/TRAINING	1,000.00	0.00	0.00	0.00	1,000.00
01 2410 330 001 0 000	REGISTRATIONS/TRAINING FEES	0.00	0.00	100.00	0.00	(100.00)
330	REGISTRATIONS/TRAINING FEES	1,000.00	0.00	100.00	10.00	900.00
01 2410 340 000 0 000	PROFESSIONAL/TECHNICAL SERVICES	500.00	0.00	0.00	0.00	500.00
340	OTHER PROFESSIONAL SERVICES	500.00	0.00	0.00	0.00	500.00
01 2410 350 000 0 000	OTHER PURCHASED SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
350	TECHNICAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
01 2410 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	2,000.00	0.00	1,374.45	68.72	625.55
580	TRAVEL	2,000.00	0.00	1,374.45	68.72	625.55
01 2410 610 000 0 000	SUPPLIES	10,000.00	0.00	0.00	1.84	10,000.00
01 2410 610 001 0 000	SUPPLIES	0.00	1.18	1.18	0.00	(1.18)
01 2410 610 013 0 000	SUPPLIES	0.00	0.00	1,006.51	0.00	(1,006.51)
01 2410 610 014 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
01 2410 610 015 0 000	SUPPLIES	0.00	56.61	404.03	0.00	(404.03)
610	SUPPLIES	10,000.00	57.79	1,411.72	26.20	8,588.28
01 2410 810 000 0 000	DUES AND FEES	5,000.00	0.00	1,432.00	31.64	3,568.00
01 2410 810 001 0 000	DUES AND FEES	0.00	0.00	335.00	0.00	(335.00)
01 2410 810 013 0 000	DUES AND FEES	0.00	0.00	15.00	0.00	(15.00)
01 2410 810 015 0 000	DUES AND FEES	0.00	235.00	235.00	0.00	(235.00)
810	DUES AND FEES	5,000.00	235.00	2,017.00	43.34	2,983.00
01 2410 890 000 0 000	OTHER MISC OBJECTS	5,000.00	0.00	0.00	0.00	5,000.00
01 2410 890 001 0 000	OTHER MISC OBJECTS	0.00	0.00	1,193.27	0.00	(1,193.27)
890	OTHER MISC SERVICES	5,000.00	0.00	1,193.27	26.38	3,806.73
2410	OFFICE OF THE PRINCIPAL	700,000.00	47,720.63	149,836.48	21.62	550,163.52
2610	OPERATION OF PLANT					
01 2610 110 000 0 000	SALARIES/NON-INSTRUCTIONAL	398,000.00	3,765.17	11,295.51	2.84	386,704.49
01 2610 110 001 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	7,076.05	22,259.80	0.00	(22,259.80)
01 2610 110 013 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	4,438.35	13,547.46	0.00	(13,547.46)
01 2610 110 014 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	1,914.78	5,947.49	0.00	(5,947.49)
01 2610 110 015 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	5,775.38	21,375.08	0.00	(21,375.08)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
110	SALARIES/NON-INSTRUCTIONAL	398,000.00	22,969.73	74,425.34	18.70	323,574.66
01 2610 130 000 0 000	OVERTIME SALARIES	5,000.00	0.00	0.00	0.00	5,000.00
01 2610 130 001 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	12.98	72.01	0.00	(72.01)
01 2610 130 013 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	65.26	123.49	0.00	(123.49)
01 2610 130 014 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	0.00	0.34	0.00	(0.34)
01 2610 130 015 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	61.99	67.48	0.00	(67.48)
130	OVERTIME SALARIES/NON-INSTRUCTIONAL	5,000.00	140.23	263.32	5.27	4,736.68
01 2610 150 000 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	120,000.00	709.31	2,127.93	1.77	117,872.07
01 2610 150 001 1 000	FLAT SALARIES/NON-INSTRUCTIONAL	0.00	3,912.51	11,737.53	0.00	(11,737.53)
01 2610 150 013 1 000	FLAT SALARIES/NON-INSTRUCTIONAL	0.00	2,608.34	7,825.02	0.00	(7,825.02)
01 2610 150 014 1 000	FLAT SALARIES/NON-INSTRUCTIONAL	0.00	1,304.17	4,489.75	0.00	(4,489.75)
01 2610 150 015 1 000	FLAT SALARIES/NON-INSTRUCTIONAL	0.00	2,950.22	10,775.24	0.00	(10,775.24)
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	120,000.00	11,484.55	36,955.47	30.80	83,044.53
01 2610 210 000 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	55,000.00	460.95	1,421.51	2.58	53,578.49
01 2610 210 015 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	148.31	0.00	(148.31)
01 2610 210 000 1 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	86.84	267.80	0.00	(267.80)
210	GROUP INSURANCE-NON INSTRUCTIONAL	55,000.00	547.79	1,837.62	3.34	53,162.38
01 2610 211 000 0 000	GROUP INSURANCE	15,000.00	0.00	0.00	0.00	15,000.00
211	GROUP INSURANCE/TEACH., PROF. STAFF	15,000.00	0.00	0.00	0.00	15,000.00
01 2610 220 000 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	35,000.00	272.80	817.13	2.33	34,182.87
01 2610 220 001 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	493.56	1,559.80	0.00	(1,559.80)
01 2610 220 013 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	341.29	1,036.13	0.00	(1,036.13)
01 2610 220 014 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	142.65	443.34	0.00	(443.34)
01 2610 220 015 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	340.15	1,312.37	0.00	(1,312.37)
01 2610 220 000 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	51.39	153.95	0.00	(153.95)
01 2610 220 001 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	274.89	827.02	0.00	(827.02)
01 2610 220 013 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	197.49	592.46	0.00	(592.46)
01 2610 220 014 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	97.15	335.79	0.00	(335.79)
01 2610 220 015 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	167.87	651.80	0.00	(651.80)
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	35,000.00	2,379.24	7,729.79	22.09	27,270.21
01 2610 230 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	40,000.00	370.42	1,111.26	2.78	38,888.74
01 2610 230 001 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	668.20	2,069.75	0.00	(2,069.75)
01 2610 230 013 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	442.73	1,344.01	0.00	(1,344.01)
01 2610 230 014 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	188.17	584.60	0.00	(584.60)
01 2610 230 015 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	573.23	2,089.07	0.00	(2,089.07)
01 2610 230 001 1 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	128.82	386.46	0.00	(386.46)
01 2610 230 013 1 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	128.82	386.46	0.00	(386.46)
01 2610 230 015 1 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	291.41	1,064.33	0.00	(1,064.33)
230	RETIREMENT/NON-INSTRUCTIONAL	40,000.00	2,791.80	9,035.94	22.59	30,964.06
01 2610 239 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	10,000.00	0.00	0.00	0.00	10,000.00
239	RETIREMENT/COMP	10,000.00	0.00	0.00	0.00	10,000.00
01 2610 340 000 0 000	CONTRACTED OR SECURED SERVICES	35,000.00	0.00	192.00	0.55	34,808.00
01 2610 340 013 0 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	50.00	0.00	(50.00)
340	OTHER PROFESSIONAL SERVICES	35,000.00	0.00	242.00	0.69	34,758.00
01 2610 382 000 0 000	TELEPHONE	60,000.00	797.62	5,348.25	10.06	54,651.75
382	TELEPHONE	60,000.00	797.62	5,348.25	10.06	54,651.75

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 2610 410 000 0 000	WATER AND SEWER	60,000.00	5,676.28	27,590.04	45.98	32,409.96
410	WATER AND SEWER	60,000.00	5,676.28	27,590.04	45.98	32,409.96
01 2610 420 000 0 000	GROUNDS MAINTENANCE	10,000.00	0.00	0.00	0.00	10,000.00
420	GROUNDS MAINTENANCE	10,000.00	0.00	0.00	0.00	10,000.00
01 2610 440 000 0 000	RENTALS OR LEASES	900.00	0.00	301.08	33.45	598.92
440	RENTALS/LEASES	900.00	0.00	301.08	33.45	598.92
01 2610 443 000 0 000	RENTALS	800.00	0.00	0.00	0.00	800.00
443	RENTALS	800.00	0.00	0.00	0.00	800.00
01 2610 520 000 0 000	PROPERTY INSURANCE	170,000.00	19,863.92	50,491.21	29.70	119,508.79
520	PROPERTY INSURANCE	170,000.00	19,863.92	50,491.21	29.70	119,508.79
01 2610 531 000 0 000	POSTAGE	13,000.00	0.00	1,807.31	13.90	11,192.69
531	POSTAGE	13,000.00	0.00	1,807.31	13.90	11,192.69
01 2610 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	300.00	0.00	0.00	0.00	300.00
580	TRAVEL	300.00	0.00	0.00	0.00	300.00
01 2610 610 000 0 000	SUPPLIES	135,000.00	222.10	5,359.64	3.97	129,640.36
01 2610 610 001 0 000	SUPPLIES	0.00	3,584.23	10,868.00	0.00	(10,868.00)
01 2610 610 013 0 000	SUPPLIES	0.00	740.44	4,187.34	0.00	(4,187.34)
01 2610 610 014 0 000	SUPPLIES	0.00	0.00	1,356.71	0.00	(1,356.71)
01 2610 610 015 0 000	SUPPLIES	0.00	405.07	4,451.09	0.00	(4,451.09)
610	SUPPLIES	135,000.00	4,951.84	26,222.78	19.42	108,777.22
01 2610 621 000 0 000	UTILITIES	230,000.00	3,137.92	15,128.00	6.58	214,872.00
621	NATURAL GAS	230,000.00	3,137.92	15,128.00	6.58	214,872.00
01 2610 733 000 0 000	FURNITURE AND EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00
733	FURNITURE AND EQUIP	5,000.00	0.00	0.00	0.00	5,000.00
01 2610 890 000 0 000	OTHER MISC OBJECTS	5,000.00	0.00	0.00	0.00	5,000.00
890	OTHER MISC SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
2610	OPERATION OF PLANT	1,403,000.00	74,740.92	257,378.15	18.39	1,145,621.85
2620	MAINTENANCE OF PLANT					
01 2620 340 000 0 000	CONTRACTED OR SECURED SERVICES	50,000.00	375.00	375.00	0.75	49,625.00
01 2620 340 001 0 000	CONTRACTED OR SECURED SERVICES	0.00	1,175.35	3,864.67	0.00	(3,864.67)
01 2620 340 013 0 000	CONTRACTED OR SECURED SERVICES	0.00	52.50	808.00	0.00	(808.00)
01 2620 340 014 0 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	40.00	0.00	(40.00)
01 2620 340 015 0 000	CONTRACTED OR SECURED SERVICES	0.00	89.15	1,849.60	0.00	(1,849.60)
340	OTHER PROFESSIONAL SERVICES	50,000.00	1,692.00	6,937.27	13.87	43,062.73
01 2620 610 001 0 000	SUPPLIES	5,000.00	0.00	0.00	0.00	5,000.00
610	SUPPLIES	5,000.00	0.00	0.00	0.00	5,000.00
01 2620 733 000 0 000	FURNITURE AND EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00
733	FURNITURE AND EQUIP	2,000.00	0.00	0.00	0.00	2,000.00
2620	MAINTENANCE OF PLANT	57,000.00	1,692.00	6,937.27	12.17	50,062.73
2630	CARE/UPKEEP GROUNDS					
01 2630 340 000 0 000	PROFESSIONAL/TECHNICAL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
340	OTHER PROFESSIONAL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
01 2630 420 000 0 000	GROUNDS MAINTENANCE	8,000.00	0.00	0.00	0.00	8,000.00
420	GROUNDS MAINTENANCE	8,000.00	0.00	0.00	0.00	8,000.00
2630	CARE/UPKEEP GROUNDS	10,000.00	0.00	0.00	0.00	10,000.00
2660	SECURITY					
01 2660 350 000 0 000	TECHNICAL SERVICES	30,000.00	0.00	0.00	0.00	30,000.00
350	TECHNICAL SERVICES	30,000.00	0.00	0.00	0.00	30,000.00
2660	SECURITY	30,000.00	0.00	0.00	0.00	30,000.00
2710	REGULAR PUPIL TRANSPORTATION					
01 2710 110 000 0 000	SALARIES/NON-INSTRUCTIONAL	20,000.00	1,312.00	3,023.75	15.12	16,976.25
110	SALARIES/NON-INSTRUCTIONAL	20,000.00	1,312.00	3,023.75	15.12	16,976.25
01 2710 150 000 0 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	500.00	0.00	0.00	0.00	500.00
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	500.00	0.00	0.00	0.00	500.00
01 2710 210 000 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	2,000.00	22.59	25.10	1.26	1,974.90

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
210	GROUP INSURANCE-NON INSTRUCTIONAL	2,000.00	22.59	25.10	1.26	1,974.90
01 2710 220 000 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	2,000.00	92.51	211.47	10.57	1,788.53
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	2,000.00	92.51	211.47	10.57	1,788.53
01 2710 230 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	2,000.00	129.60	298.69	14.93	1,701.31
230	RETIREMENT/NON-INSTRUCTIONAL	2,000.00	129.60	298.69	14.93	1,701.31
01 2710 332 000 0 000	MILEAGE TO PARENTS	135,000.00	0.00	0.00	0.00	135,000.00
332	MILEAGE TO PARENTS	135,000.00	0.00	0.00	0.00	135,000.00
01 2710 340 000 0 000	PROFESSIONAL/TECHNICAL SERVICES	5,000.00	155.20	155.20	3.10	4,844.80
340	OTHER PROFESSIONAL SERVICES	5,000.00	155.20	155.20	3.10	4,844.80
01 2710 352 000 0 000	OTHER PROF/TECH SERVICES	10,000.00	826.14	2,648.64	26.49	7,351.36
352	OTHER PROF/STAFF DEVELOPMENT	10,000.00	826.14	2,648.64	26.49	7,351.36
01 2710 626 000 0 000	GAS AND OIL	500.00	0.00	0.00	0.00	500.00
626	GAS AND OIL	500.00	0.00	0.00	0.00	500.00
01 2710 890 000 0 000	OTHER MISC OBJECTS	2,000.00	150.00	668.00	33.40	1,332.00
890	OTHER MISC SERVICES	2,000.00	150.00	668.00	33.40	1,332.00
2710	REGULAR PUPIL TRANSPORTATION	179,000.00	2,688.04	7,030.85	3.93	171,969.15
2712	SCHOOL AGE SPEC ED TRANSPORT					
01 2712 332 000 0 000	MILEAGE TO PARENTS	15,000.00	1,310.40	3,024.00	20.16	11,976.00
332	MILEAGE TO PARENTS	15,000.00	1,310.40	3,024.00	20.16	11,976.00
2712	SCHOOL AGE SPEC ED TRANSPORT	15,000.00	1,310.40	3,024.00	20.16	11,976.00
2730	VEHICLE MAINTENANCE					
01 2730 340 000 0 000	OTHER PROFESSIONAL SERVICES	25,000.00	2,361.49	6,215.49	24.86	18,784.51
340	OTHER PROFESSIONAL SERVICES	25,000.00	2,361.49	6,215.49	24.86	18,784.51
01 2730 430 000 0 000	REPAIR AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
430	REPAIR AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
01 2730 431 000 0 000	VEHICLE REPAIRS	24,000.00	0.00	0.00	0.00	24,000.00
431	VEHICLE REPAIRS	24,000.00	0.00	0.00	0.00	24,000.00
01 2730 442 001 0 000	RENTAL/LEASE VEHICLE	1,000.00	0.00	0.00	0.00	1,000.00
442	RENTAL/LEASE VEHICLE	1,000.00	0.00	0.00	0.00	1,000.00
01 2730 626 000 0 000	GAS AND OIL	20,000.00	3,907.26	8,217.57	41.09	11,782.43
626	GAS AND OIL	20,000.00	3,907.26	8,217.57	41.09	11,782.43
01 2730 890 000 0 000	OTHER MISC SERVICES	1,000.00	1,856.00	2,825.00	282.50	(1,825.00)
890	OTHER MISC SERVICES	1,000.00	1,856.00	2,825.00	282.50	(1,825.00)
2730	VEHICLE MAINTENANCE	71,000.00	8,124.75	17,258.06	24.31	53,741.94
2900	MAINTENANCE OF BLDGS					
01 2900 110 000 0 000	FOOD SERVICES	0.00	2,425.83	7,277.49	0.00	(7,277.49)
01 2900 110 001 0 000	FODD SERVICES	0.00	4,971.61	13,359.06	0.00	(13,359.06)
01 2900 110 013 0 000	FOOD SERVICES	0.00	3,518.76	9,077.88	0.00	(9,077.88)
01 2900 110 015 0 000	FOOD SERVICES	0.00	5,826.03	15,067.50	0.00	(15,067.50)
110	SALARIES/NON-INSTRUCTIONAL	0.00	16,742.23	44,781.93	0.00	(44,781.93)
01 2900 130 001 0 000	FOOD SERVICES	0.00	7.94	7.94	0.00	(7.94)
01 2900 130 015 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	8.09	123.83	0.00	(123.83)
130	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	16.03	131.77	0.00	(131.77)
01 2900 150 000 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	1,195.33	3,585.99	0.00	(3,585.99)
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	1,195.33	3,585.99	0.00	(3,585.99)
01 2900 210 001 0 000	FOOD SERVICES	0.00	520.60	1,561.80	0.00	(1,561.80)
210	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	520.60	1,561.80	0.00	(1,561.80)
01 2900 220 000 0 000	FOOD SERVICES	0.00	180.59	541.77	0.00	(541.77)
01 2900 220 001 0 000	FOOD SERVICES	0.00	333.11	878.72	0.00	(878.72)
01 2900 220 013 0 000	FOOD SERVICES	0.00	269.19	694.44	0.00	(694.44)
01 2900 220 015 0 000	FOOD SERVICES	0.00	421.56	1,087.89	0.00	(1,087.89)
01 2900 220 000 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	88.99	266.97	0.00	(266.97)
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	1,293.44	3,469.79	0.00	(3,469.79)
01 2900 230 000 0 000	FOOD SERVICES	0.00	239.62	718.86	0.00	(718.86)
01 2900 230 001 0 000	FOOD SERVICES	0.00	367.98	1,024.68	0.00	(1,024.68)
01 2900 230 013 0 000	FOOD SERVICES	0.00	347.58	896.69	0.00	(896.69)
01 2900 230 015 0 000	FOOD SERVICES	0.00	510.05	1,358.45	0.00	(1,358.45)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
230	RETIREMENT/NON-INSTRUCTIONAL	0.00	1,465.23	3,998.68	0.00	(3,998.68)
2900	MAINTENANCE OF BLDGS	0.00	21,232.86	57,529.96	0.00	(57,529.96)
3510	X					
01 3510 610 000 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00
3510	X	0.00	0.00	0.00	0.00	0.00
3515	IN/OUT GRANTS					
01 3515 610 000 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00
01 3515 890 000 0 000	OTHER MISC OBJECTS	10,000.00	0.00	0.00	0.00	10,000.00
890	OTHER MISC SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
3515	IN/OUT GRANTS	10,000.00	0.00	0.00	0.88	10,000.00
3535	HI-ABILITY					
01 3535 890 000 0 000	OTHER MISC SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
890	OTHER MISC SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
3535	HI-ABILITY	10,000.00	0.00	0.00	0.00	10,000.00
3540	PRESCHOOL					
01 3540 610 000 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
01 3540 610 013 0 000	SUPPLIES	0.00	0.00	827.72	0.00	(827.72)
610	SUPPLIES	0.00	0.00	827.72	0.00	(827.72)
01 3540 890 000 0 000	OTHER	10,000.00	0.00	0.00	0.47	10,000.00
890	OTHER MISC SERVICES	10,000.00	0.00	0.00	0.47	10,000.00
3540	PRESCHOOL	10,000.00	0.00	827.72	9.04	9,172.28
3599	IN/OUT AND CA GRANT					
01 3599 340 000 0 000	COLLEGE ACCESS GRANT PROF SERVICES	20,000.00	0.00	0.00	0.00	20,000.00
340	OTHER PROFESSIONAL SERVICES	20,000.00	0.00	0.00	0.00	20,000.00
01 3599 580 000 0 000	COLLEGE ACCESS GRANT TRAVEL EXPENSE	1,000.00	259.77	259.77	25.98	740.23
580	TRAVEL	1,000.00	259.77	259.77	25.98	740.23
01 3599 610 000 0 000	SUPPLIES	30,000.00	0.00	0.00	8.73	30,000.00
610	SUPPLIES	30,000.00	0.00	0.00	8.73	30,000.00
01 3599 640 000 0 000	COLLEGE ACCESS GRANT TEXTBOOKS	0.00	42.08	42.08	0.00	(42.08)
640	BOOKS AND PERIODICALS	0.00	42.08	42.08	0.00	(42.08)
01 3599 890 000 0 000	COLLEGE ACCESS GRANT OTHER	9,999.00	0.00	1,580.00	15.80	8,419.00
890	OTHER MISC SERVICES	9,999.00	0.00	1,580.00	15.80	8,419.00
3599	IN/OUT AND CA GRANT	60,999.00	301.85	1,881.85	7.38	59,117.15
6200	TITLE 1 (CURRENT)					
01 6200 111 000 0 000	TITLE I SALARY	228,600.00	0.00	0.00	0.00	228,600.00
01 6200 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	5,141.95	15,425.85	0.00	(15,425.85)
01 6200 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	4,451.80	13,355.40	0.00	(13,355.40)
01 6200 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	5,970.26	17,910.78	0.00	(17,910.78)
111	SALARIES/TEACHER-PROF.STAFF	228,600.00	15,564.01	46,692.03	20.43	181,907.97
01 6200 151 000 1 000	ADDITIONAL COMP/TEACHERS	40,000.00	0.00	0.00	0.00	40,000.00
01 6200 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,304.17	3,912.51	0.00	(3,912.51)
01 6200 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	709.31	2,127.93	0.00	(2,127.93)
01 6200 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,304.17	3,912.51	0.00	(3,912.51)
151	ADDITIONAL COMP/TEACHERS	40,000.00	3,317.65	9,952.95	24.88	30,047.05
01 6200 211 000 0 000	GROUP INSURANCE	8,000.00	0.00	0.00	0.00	8,000.00
01 6200 211 014 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	513.10	1,537.94	0.00	(1,537.94)
01 6200 211 014 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	81.76	245.06	0.00	(245.06)
211	GROUP INSURANCE/TEACH., PROF.STAFF	8,000.00	594.86	1,783.00	22.29	6,217.00
01 6200 221 000 0 000	TITLE I SOCIAL SECURITY	13,000.00	0.00	0.00	0.00	13,000.00
01 6200 221 013 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	244.22	734.04	0.00	(734.04)
01 6200 221 014 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	230.36	691.39	0.00	(691.39)
01 6200 221 015 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	401.65	1,205.03	0.00	(1,205.03)
01 6200 221 013 1 000	SOCIAL	0.00	61.94	186.18	0.00	(186.18)

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 6200 221 014 1 000	SECURITY/TEACHERS,PROF.STAFF SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	36.71	110.17	0.00	(110.17)
01 6200 221 015 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	87.73	263.22	0.00	(263.22)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	13,000.00	1,062.61	3,190.03	24.54	9,809.97
01 6200 231 000 0 000	TITLE I RETIREMENT	25,000.00	0.00	0.00	0.00	25,000.00
01 6200 231 013 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	506.01	1,518.03	0.00	(1,518.03)
01 6200 231 014 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	438.04	1,314.12	0.00	(1,314.12)
01 6200 231 015 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	587.58	1,762.74	0.00	(1,762.74)
01 6200 231 013 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	128.82	386.46	0.00	(386.46)
01 6200 231 015 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	128.82	386.46	0.00	(386.46)
231	RETIREMENT/TEACH,PROF.STAFF	25,000.00	1,789.27	5,367.81	21.47	19,632.19
01 6200 239 000 0 000	RETIREMENT/COMP	5,000.00	0.00	0.00	0.00	5,000.00
239	RETIREMENT/COMP	5,000.00	0.00	0.00	0.00	5,000.00
6200	TITLE 1 (CURRENT)	319,600.00	22,328.40	66,985.82	20.96	252,614.18
6310	TITLE II-A					
01 6310 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	3,209.50	9,628.50	0.00	(9,628.50)
111	SALARIES/TEACHER-PROF.STAFF	0.00	3,209.50	9,628.50	0.00	(9,628.50)
01 6310 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,304.17	3,912.51	0.00	(3,912.51)
151	ADDITIONAL COMP/TEACHERS	0.00	1,304.17	3,912.51	0.00	(3,912.51)
01 6310 221 013 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	245.53	736.59	0.00	(736.59)
01 6310 221 013 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	99.77	299.31	0.00	(299.31)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	345.30	1,035.90	0.00	(1,035.90)
01 6310 231 013 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	315.69	947.07	0.00	(947.07)
231	RETIREMENT/TEACH,PROF.STAFF	0.00	315.69	947.07	0.00	(947.07)
6310	TITLE II-A	0.00	5,174.66	15,523.98	0.00	(15,523.98)
6406	IDEA-PRESCHOOL					
01 6406 112 000 0 000	SALARY-CLERICAL/PARAPROF STAFF	5,000.00	0.00	0.00	0.00	5,000.00
01 6406 112 013 0 000	SALARIES/PARAPROFESSIONALS	0.00	0.00	476.65	0.00	(476.65)
01 6406 112 014 0 000	SALARIES/PARAPROFESSIONALS	0.00	469.97	996.66	0.00	(996.66)
112	SALARIES/PARAPROFESSIONALS	5,000.00	469.97	1,473.31	29.47	3,526.69
01 6406 222 000 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	500.00	0.00	0.00	0.00	500.00
01 6406 222 013 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	0.00	34.24	0.00	(34.24)
01 6406 222 014 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	35.94	76.24	0.00	(76.24)
222	SOCIAL SECURITY/INSTRUCTIONAL AIDES	500.00	35.94	110.48	22.10	389.52
01 6406 232 000 0 000	RETIREMENT/INSTRUCTIONAL AIDES	500.00	0.00	0.00	0.00	500.00
01 6406 232 013 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	0.00	47.08	0.00	(47.08)
01 6406 232 014 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	46.42	98.44	0.00	(98.44)
232	RETIREMENT/INSTRUCTIONAL AIDES	500.00	46.42	145.52	29.10	354.48
01 6406 610 013 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00
6406	IDEA-PRESCHOOL	6,000.00	552.33	1,729.31	29.72	4,270.69
6408	IDEA - BASE					
01 6408 111 000 0 000	REGULAR SALARY	100,000.00	1,012.08	3,036.24	3.04	96,963.76
01 6408 111 001 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	1,950.02	5,850.06	0.00	(5,850.06)
01 6408 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	3,528.49	10,585.47	0.00	(10,585.47)
111	SALARIES/TEACHER-PROF.STAFF	100,000.00	6,490.59	19,471.77	19.47	80,528.23
01 6408 112 000 0 000	SALARY-CLERICAL/PARAPROF STAFF	35,000.00	0.00	0.00	0.00	35,000.00
01 6408 112 013 0 000	SALARIES/PARAPROFESSIONALS	0.00	0.00	1,787.92	0.00	(1,787.92)
01 6408 112 014 0 000	SALARIES/PARAPROFESSIONALS	0.00	0.00	730.30	0.00	(730.30)
112	SALARIES/PARAPROFESSIONALS	35,000.00	0.00	2,518.22	7.19	32,481.78
01 6408 151 000 1 000	ADDITIONAL COMP/TEACHERS	25,000.00	0.00	0.00	0.00	25,000.00
01 6408 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	354.66	1,063.98	0.00	(1,063.98)
01 6408 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	709.31	2,127.93	0.00	(2,127.93)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
151	ADDITIONAL COMP/TEACHERS	25,000.00	1,063.97	3,191.91	12.77	21,808.09
01 6408 211 000 0 000	GROUP INSURANCE	3,000.00	88.78	266.34	8.88	2,733.66
01 6408 211 001 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	229.99	691.39	0.00	(691.39)
01 6408 211 013 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	484.28	1,452.84	0.00	(1,452.84)
01 6408 211 001 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	41.83	125.74	0.00	(125.74)
01 6408 211 013 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	97.36	292.08	0.00	(292.08)
211	GROUP INSURANCE/TEACH., PROF.STAFF	3,000.00	942.24	2,828.39	94.28	171.61
01 6408 212 000 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	5,000.00	0.00	0.00	0.00	5,000.00
01 6408 212 013 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	0.00	0.00	385.96	0.00	(385.96)
01 6408 212 014 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	0.00	0.00	233.86	0.00	(233.86)
212	GROUP INSURANCE/INSTRUCTIONAL AIDES	5,000.00	0.00	619.82	12.40	4,380.18
01 6408 221 000 0 000	SOCIAL SECURITY	8,000.00	63.80	191.40	2.39	7,808.60
01 6408 221 001 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	118.00	353.79	0.00	(353.79)
01 6408 221 013 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	186.02	597.27	0.00	(597.27)
01 6408 221 001 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	21.46	64.35	0.00	(64.35)
01 6408 221 013 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	37.41	120.10	0.00	(120.10)
221	SOCIAL SECURITY/TEACHERS, PROF.STAFF	8,000.00	426.69	1,326.91	16.59	6,673.09
01 6408 222 000 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	2,000.00	0.00	0.00	0.00	2,000.00
01 6408 222 013 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	0.00	74.24	0.00	(74.24)
01 6408 222 014 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	0.00	50.16	0.00	(50.16)
222	SOCIAL SECURITY/INSTRUCTIONAL AIDES	2,000.00	0.00	124.40	6.22	1,875.60
01 6408 231 000 0 000	RETIREMENT	10,000.00	99.97	299.91	3.00	9,700.09
01 6408 231 001 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	191.83	575.49	0.00	(575.49)
01 6408 231 013 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	347.08	1,041.24	0.00	(1,041.24)
231	RETIREMENT/TEACH, PROF.STAFF	10,000.00	638.88	1,916.64	19.17	8,083.36
01 6408 232 000 0 000	RETIREMENT/INSTRUCTIONAL AIDES	5,000.00	0.00	0.00	0.00	5,000.00
01 6408 232 013 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	0.00	176.61	0.00	(176.61)
01 6408 232 014 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	0.00	72.14	0.00	(72.14)
232	RETIREMENT/INSTRUCTIONAL AIDES	5,000.00	0.00	248.75	4.98	4,751.25
01 6408 340 000 0 000	PROFESSIONAL SERVICES	0.00	102.50	259.61	0.00	(259.61)
340	OTHER PROFESSIONAL SERVICES	0.00	102.50	259.61	0.00	(259.61)
6408	IDEA - BASE	193,000.00	9,664.87	32,506.42	16.84	160,493.58
6412	IDEA/NON-PUBLIC					
01 6412 111 000 0 000	SALARIES/TEACHER-PROF.STAFF	10,000.00	0.44	1.32	0.01	9,998.68
111	SALARIES/TEACHER-PROF.STAFF	10,000.00	0.44	1.32	0.01	9,998.68
01 6412 151 000 1 000	ADDITIONAL COMP/TEACHERS	700.00	14.19	42.57	6.08	657.43
151	ADDITIONAL COMP/TEACHERS	700.00	14.19	42.57	6.08	657.43
01 6412 211 000 0 000	COMPENSATION	200.00	0.04	0.12	0.06	199.88
01 6412 211 000 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	1.24	3.72	0.00	(3.72)
211	GROUP INSURANCE/TEACH., PROF.STAFF	200.00	1.28	3.84	1.92	196.16
01 6412 221 000 0 000	SOCIAL SECURITY	200.00	0.04	0.12	0.06	199.88
01 6412 221 000 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	0.90	2.70	0.00	(2.70)
221	SOCIAL SECURITY/TEACHERS, PROF.STAFF	200.00	0.94	2.82	1.41	197.18
01 6412 231 000 0 000	RETIREMENT	300.00	0.00	0.00	0.00	300.00
231	RETIREMENT/TEACH, PROF.STAFF	300.00	0.00	0.00	0.00	300.00
01 6412 237 000 0 000	RETIREMENT-1%	500.00	0.00	0.00	0.00	500.00
237	RETIREMENT-1%	500.00	0.00	0.00	0.00	500.00

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 6412 340 000 0 000	OTHER PROFESSIONAL SERVICES	0.00	474.00	1,027.00	0.00	(1,027.00)
340	OTHER PROFESSIONAL SERVICES	0.00	474.00	1,027.00	0.00	(1,027.00)
6412	IDEA/NON-PUBLIC	11,900.00	490.85	1,077.55	9.06	10,822.45
6690	OTHER FEDERAL					
01 6690 340 000 0 000	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
6690	OTHER FEDERAL	0.00	0.00	0.00	0.00	0.00
6910	INDIAN EDUCATION					
01 6910 111 000 0 000	INDIAN ED. SALARY	45,000.00	0.00	0.00	0.00	45,000.00
01 6910 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	1,209.42	3,628.26	0.00	(3,628.26)
01 6910 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	586.02	1,758.06	0.00	(1,758.06)
01 6910 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	879.02	2,637.06	0.00	(2,637.06)
111	SALARIES/TEACHER-PROF.STAFF	45,000.00	2,674.46	8,023.38	17.83	36,976.62
01 6910 151 000 1 000	ADDITIONAL COMP/TEACHERS	10,000.00	0.00	0.00	0.00	10,000.00
01 6910 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	326.04	978.12	0.00	(978.12)
01 6910 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	130.42	391.26	0.00	(391.26)
01 6910 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	195.63	586.89	0.00	(586.89)
151	ADDITIONAL COMP/TEACHERS	10,000.00	652.09	1,956.27	19.56	8,043.73
01 6910 221 000 0 000	INDIAN ED. SOCIAL SECURITY	3,000.00	0.00	0.00	0.00	3,000.00
01 6910 221 013 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	90.39	271.17	0.00	(271.17)
01 6910 221 014 0 000	SOCIAL SECURITY/MEDICARE/COMP	0.00	39.61	118.83	0.00	(118.83)
01 6910 221 015 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	59.41	178.23	0.00	(178.23)
01 6910 221 013 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	24.37	73.11	0.00	(73.11)
01 6910 221 014 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	8.82	26.46	0.00	(26.46)
01 6910 221 015 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	13.18	39.54	0.00	(39.54)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	3,000.00	235.78	707.34	23.58	2,292.66
01 6910 231 000 0 000	INDIAN ED. RETIREMENT	3,000.00	0.00	0.00	0.00	3,000.00
01 6910 231 013 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	119.01	357.03	0.00	(357.03)
01 6910 231 014 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	57.67	173.01	0.00	(173.01)
01 6910 231 015 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	86.51	259.53	0.00	(259.53)
01 6910 231 014 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	12.88	38.64	0.00	(38.64)
01 6910 231 015 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	19.32	57.96	0.00	(57.96)
231	RETIREMENT/TEACH,PROF.STAFF	3,000.00	295.39	886.17	29.54	2,113.83
6910	INDIAN EDUCATION	61,000.00	3,857.72	11,573.16	18.97	49,426.84
6968	21ST CENTURY GRANT					
01 6968 112 000 0 000	SALARY-CLERICAL/PARAPROF STAFF	65,000.00	0.00	0.00	0.00	65,000.00
01 6968 112 013 0 000	SALARIES/PARAPROFESSIONALS	0.00	2,266.97	6,103.92	0.00	(6,103.92)
01 6968 112 014 0 000	SALARIES/PARAPROFESSIONALS	0.00	4,074.54	10,837.18	0.00	(10,837.18)
112	SALARIES/PARAPROFESSIONALS	65,000.00	6,341.51	16,941.10	26.06	48,058.90
01 6968 212 000 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	1,000.00	0.00	0.00	0.00	1,000.00
01 6968 212 014 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	0.00	82.73	197.31	0.00	(197.31)
212	GROUP INSURANCE/INSTRUCTIONAL AIDES	1,000.00	82.73	197.31	19.73	802.69
01 6968 222 000 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES	5,000.00	0.00	0.00	0.00	5,000.00
01 6968 222 013 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES	0.00	168.72	450.41	0.00	(450.41)
01 6968 222 014 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES	0.00	303.22	803.73	0.00	(803.73)
222	SOCIAL SECURITY/INTRUCTIONAL AIDES	5,000.00	471.94	1,254.14	25.08	3,745.86
01 6968 232 000 0 000	RETIREMENT/INSTRUCTIONAL AIDES	3,000.00	0.00	0.00	0.00	3,000.00
01 6968 232 013 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	104.08	318.77	0.00	(318.77)
01 6968 232 014 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	155.05	423.92	0.00	(423.92)
232	RETIREMENT/INSTRUCTIONAL AIDES	3,000.00	259.13	742.69	24.76	2,257.31

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 6968 320 000 0 000	PUPIL SERVICES	25,000.00	0.00	20,607.48	82.43	4,392.52
320	PUPIL SERVICES	25,000.00	0.00	20,607.48	82.43	4,392.52
6968	21ST CENTURY GRANT	99,000.00	7,155.31	39,742.72	40.14	59,257.28
6990	OTHER FEDERAL CATEGORICAL					
01 6990 610 015 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00
6990	OTHER FEDERAL CATEGORICAL	0.00	0.00	0.00	0.00	0.00
6992	REAP GRANT					
01 6992 111 000 0 000	REGULAR SALARY	9,500.00	0.00	0.00	0.00	9,500.00
01 6992 111 001 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	864.38	2,593.94	0.00	(2,593.94)
111	SALARIES/TEACHER-PROF.STAFF	9,500.00	864.38	2,593.94	27.30	6,906.06
01 6992 151 001 0 000	FLAT SALARIES/TEACHERS	0.00	299.96	899.88	0.00	(899.88)
151	ADDITIONAL COMP/TEACHERS	0.00	299.96	899.88	0.00	(899.88)
01 6992 221 001 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	89.08	267.27	0.00	(267.27)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	89.08	267.27	0.00	(267.27)
01 6992 231 001 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	85.12	255.36	0.00	(255.36)
231	RETIREMENT/TEACH,PROF.STAFF	0.00	85.12	255.36	0.00	(255.36)
6992	REAP GRANT	9,500.00	1,338.54	4,016.45	42.28	5,483.55
6996	ESSR - SALARIES					
01 6996 610 000 0 000	SUPPLIES	250,000.00	0.00	0.00	0.00	250,000.00
610	SUPPLIES	250,000.00	0.00	0.00	0.00	250,000.00
6996	ESSR - SALARIES	250,000.00	0.00	0.00	0.00	250,000.00
6997	ESSER II					
01 6997 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	4,313.80	8,627.60	0.00	(8,627.60)
111	SALARIES/TEACHER-PROF.STAFF	0.00	4,313.80	8,627.60	0.00	(8,627.60)
01 6997 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,304.17	2,608.34	0.00	(2,608.34)
151	ADDITIONAL COMP/TEACHERS	0.00	1,304.17	2,608.34	0.00	(2,608.34)
01 6997 221 014 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	322.64	645.28	0.00	(645.28)
01 6997 221 014 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	97.56	195.12	0.00	(195.12)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	420.20	840.40	0.00	(840.40)
01 6997 231 014 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	424.45	848.90	0.00	(848.90)
01 6997 231 014 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	128.82	257.64	0.00	(257.64)
231	RETIREMENT/TEACH,PROF.STAFF	0.00	553.27	1,106.54	0.00	(1,106.54)
01 6997 320 000 0 000	PUPIL SERVICES	0.00	8,981.25	17,437.50	0.00	(17,437.50)
320	PUPIL SERVICES	0.00	8,981.25	17,437.50	0.00	(17,437.50)
01 6997 330 000 0 000	REGISTRATIONS/TRAINING FEES	0.00	160.00	160.00	0.00	(160.00)
330	REGISTRATIONS/TRAINING FEES	0.00	160.00	160.00	0.00	(160.00)
01 6997 340 000 0 000	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
01 6997 530 000 0 000	OTHER COMMUNICATIONS	0.00	0.00	16,592.00	0.00	(16,592.00)
530	OTHER COMMUNICATIONS	0.00	0.00	16,592.00	0.00	(16,592.00)
01 6997 610 000 0 000	SUPPLIES	250,000.00	18,000.00	23,687.38	9.47	226,312.62
610	SUPPLIES	250,000.00	18,000.00	23,687.38	9.47	226,312.62
01 6997 643 000 0 000	WEB-CLOUD BASED SOFTWARE	0.00	0.00	15,525.00	0.00	(15,525.00)
643	WEB-CLOUD BASED SOFTWARE	0.00	0.00	15,525.00	0.00	(15,525.00)
01 6997 650 000 0 000	TECHNOLOGY SUPPLIES	0.00	0.00	0.00	0.00	0.00
650	TECHNOLOGY SUPPLIES	0.00	0.00	0.00	0.00	0.00
01 6997 734 000 0 000	COMPUTER EQUIP(HARDWARE)	0.00	0.00	98,881.26	0.00	(98,881.26)
734	COMPUTER EQUIP(HARDWARE)	0.00	0.00	98,881.26	0.00	(98,881.26)
6997	ESSER II	250,000.00	33,732.69	185,466.02	75.44	64,533.98
8000	TRANSFERS					
01 8000 913 000 0 000	TRANSFERS TO ACTIVITY ACCOUNTS	60,000.00	0.00	0.00	0.00	60,000.00
913	TRANSFERS TO ACTIVITY FROM GENERAL	60,000.00	0.00	0.00	0.00	60,000.00
8000	TRANSFERS	60,000.00	0.00	0.00	0.00	60,000.00
01	DISTRICT 10	13,535,999.00	819,594.15	2,578,969.83	21.07	10,957,029.17

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
02	DEPRECIATION FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
02 1100 734 000 0 000	COMPUTER EQUIP(HARDWARE<5000)	0.00	0.00	0.00	0.00	0.00
734	COMPUTER EQUIP(HARDWARE)	0.00	0.00	0.00	0.00	0.00
1100	REGULAR INSTRUCTIONAL PROGRAMS	0.00	0.00	0.00	0.00	0.00
2610	OPERATION OF PLANT					
02 2610 890 000 0 000	OTHER MISC SERVICES	0.00	0.00	0.00	0.00	0.00
890	OTHER MISC SERVICES	0.00	0.00	0.00	0.00	0.00
2610	OPERATION OF PLANT	0.00	0.00	0.00	0.00	0.00
2710	REGULAR PUPIL TRANSPORTATION					
02 2710 340 000 0 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	6,893.50	0.00	(6,893.50)
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	6,893.50	0.00	(6,893.50)
2710	REGULAR PUPIL TRANSPORTATION	0.00	0.00	6,893.50	0.00	(6,893.50)
2900	MAINTENANCE OF BLDGS					
02 2900 430 000 0 000	REPAIR AND MAINTENANCE	0.00	0.00	16,105.06	0.00	(16,105.06)
430	REPAIR AND MAINTENANCE	0.00	0.00	16,105.06	0.00	(16,105.06)
02 2900 732 000 0 000	VEHICLE ACQUISITION	0.00	0.00	104,350.00	0.00	(104,350.00)
732	BUS AND VEHICLE ACQUISITION	0.00	0.00	104,350.00	0.00	(104,350.00)
02 2900 950 000 0 000	REDEMPTION OF PRINCIPAL	0.00	140,927.47	140,927.47	0.00	(140,927.47)
950	OTHER PYMTS	0.00	140,927.47	140,927.47	0.00	(140,927.47)
2900	MAINTENANCE OF BLDGS	0.00	140,927.47	261,382.53	0.00	(261,382.53)
8000	TRANSFERS					
02 8000 911 000 0 000	OTHER TRANSFERS	2,000,000.00	0.00	38,494.25	1.92	1,961,505.75
911	TRANSFERS TO GENERAL FUND	2,000,000.00	0.00	38,494.25	1.92	1,961,505.75
8000	TRANSFERS	2,000,000.00	0.00	38,494.25	1.92	1,961,505.75
02	DEPRECIATION FUND	2,000,000.00	140,927.47	306,770.28	16.23	1,693,229.72

12/10/2021 04:08 PM

BUDGET VS ACTUALY NOVEMBER 2021

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
05	ACTIVITIES FUND					
2900	MAINTENANCE OF BLDGS					
05 2900 610 000 0 000	SUPPLIES	0.00	0.00	250.00	0.00	(250.00)
05 2900 610 000 0 001	ACTIVITY SUPPLIES/ANNUAL	0.00	3,600.00	11,518.76	0.00	(11,518.76)
05 2900 610 000 0 002	ACTIVITY SUPPLIES/EQUIPMENT/BANNER	0.00	0.00	0.00	0.00	0.00
05 2900 610 000 0 003	ACTIVITY SUPPLIES/ATHLETIC	0.00	4,962.32	17,600.13	0.00	(17,600.13)
05 2900 610 000 0 004	ACTIVITY SUPPLIES/CONCESSIONS	0.00	1,824.80	8,113.38	0.00	(8,113.38)
05 2900 610 000 0 006	ACTIVITY SUPPLIES/SOPH. CLASS OF 25	0.00	0.00	0.00	0.00	0.00
05 2900 610 000 0 008	ACTIVITY SUPPLIES/ CLASS OF 23	0.00	50.00	4,273.61	0.00	(4,273.61)
05 2900 610 000 0 011	ACTIVITY SUPPLIES/HS COURTESY FUND	0.00	40.00	115.00	0.00	(115.00)
05 2900 610 000 0 014	ACTIVITY SUPPLIES/FFA	0.00	762.08	1,987.52	0.00	(1,987.52)
05 2900 610 000 0 017	ACTIVITY SUPPLIES/CHEERLEADER	0.00	0.00	5,281.36	0.00	(5,281.36)
05 2900 610 000 0 020	ACTIVITY SUPPLIES/HOME EC.	0.00	12.42	812.42	0.00	(812.42)
05 2900 610 000 0 022	ACTIVITY SUPPLIES/KINDNESS COMMITTEE	0.00	0.00	21.00	0.00	(21.00)
05 2900 610 000 0 024	ACTIVITY SUPPLIES/GORDON LIBRARY	0.00	0.00	0.00	0.00	0.00
05 2900 610 000 0 025	ACTIVITY SUPPLIES/RUSHVILLE LIBRARY	0.00	0.00	1,933.08	0.00	(1,933.08)
05 2900 610 000 0 026	ACTIVITY SUPPLIES/HS GENERAL ACTIVITIES	0.00	0.00	7,542.66	0.00	(7,542.66)
05 2900 610 000 0 030	ACTIVITY SUPPLIES/MUSICAL	0.00	0.00	451.17	0.00	(451.17)
05 2900 610 000 0 031	ACTIVITY SUPPLIES/NHS	0.00	163.18	163.18	0.00	(163.18)
05 2900 610 000 0 034	ACTIVITY SUPPLIES/STUDENT CNCL	0.00	545.07	1,256.75	0.00	(1,256.75)
05 2900 610 000 0 038	ACTIVITY SUPPLIES/VO-AG CLEAR	0.00	469.68	2,864.57	0.00	(2,864.57)
05 2900 610 000 0 041	ACTIVITY SUPPLIES/RMS ST.COUNCIL	0.00	0.00	259.96	0.00	(259.96)
05 2900 610 000 0 042	ACTIVITY SUPPLIES/MEDICAL EXPLORERS	0.00	30.00	30.00	0.00	(30.00)
05 2900 610 000 0 043	ACTIVITY SUPPLIES/WW MISCELLAN	0.00	8.67	8.67	0.00	(8.67)
05 2900 610 000 0 050	ACTIVITY SUPPLIES/RES TEACHER ACCT	0.00	0.00	660.08	0.00	(660.08)
05 2900 610 000 0 051	ACTIVITY SUPPLIES/RES PARENT FUND	0.00	0.00	6,257.80	0.00	(6,257.80)
05 2900 610 000 0 052	ACTIVITY SUPPLIES/R-ELEM ST.COUNCIL	0.00	0.00	0.00	0.00	0.00
05 2900 610 000 0 054	EXPENDITURES/ONE-ACT	0.00	551.82	551.82	0.00	(551.82)
05 2900 610 000 0 055	EXPENDITURES/BAND FUND RAISER	0.00	0.00	477.00	0.00	(477.00)
05 2900 610 000 0 059	ACTIVITY SUPPLIES/MUSIC-FINE ARTS	0.00	0.00	0.00	0.00	0.00
05 2900 610 000 0 061	ACTIVITY SUPPLIES/ROBOTICS CLUB	0.00	383.62	383.62	0.00	(383.62)
05 2900 610 000 0 070	ACTIVITY SUPPLIES/RURAL LIBRARY	0.00	9,098.89	17,337.98	0.00	(17,337.98)
05 2900 610 000 0 072	ACTIVITY / BOWLING	0.00	725.62	725.62	0.00	(725.62)
05 2900 610 000 0 100	EXPENDITURES/FOOTBALL FNDRSR	0.00	2,161.48	4,416.90	0.00	(4,416.90)
05 2900 610 000 0 102	ACTIVITY SUPPLIES/LIFE OF AN ATHLETE	0.00	0.00	0.00	0.00	0.00
05 2900 610 000 0 103	SUPPLIES/MS VB	0.00	0.00	519.88	0.00	(519.88)
05 2900 610 000 0 200	EXPENDITURES/VB FNDRSR	0.00	122.00	2,321.14	0.00	(2,321.14)
05 2900 610 000 0 300	EXPENDITURES/BBB FNDRSR	0.00	0.00	595.04	0.00	(595.04)
05 2900 610 000 0 500	EXPENDITURES/WRSTLNG FNDRSR	0.00	4,841.01	4,841.01	0.00	(4,841.01)
05 2900 610 000 0 600	CROSS COUNTRY FUNDRAISER	0.00	632.00	1,305.56	0.00	(1,305.56)
05 2900 610 000 0 800	ACTIVITY SUPPLIES/GOLF FNDRSR	0.00	19.00	266.00	0.00	(266.00)
610	SUPPLIES	0.00	31,003.66	105,142.67	0.00	(105,142.67)
2900	MAINTENANCE OF BLDGS	0.00	31,003.66	105,142.67	0.00	(105,142.67)
8000	TRANSFERS					
05 8000 911 000 0 000	TRANSFERS TO GENERAL FUND	800,000.00	0.00	0.00	0.00	800,000.00
911	TRANSFERS TO GENERAL FUND	800,000.00	0.00	0.00	0.00	800,000.00
8000	TRANSFERS	800,000.00	0.00	0.00	0.00	800,000.00

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
05	ACTIVITIES FUND	800,000.00	31,003.66	105,142.67	15.62	694,857.33

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
06	LUNCH FUND					
3100	FOOD SERVICES					
06 3100 110 000 0 000	SALARIES/NON-INSTRUCTIONAL	170,000.00	0.00	0.00	0.00	170,000.00
110	SALARIES/NON-INSTRUCTIONAL	170,000.00	0.00	0.00	0.00	170,000.00
06 3100 200 000 0 000	EMPLOYEE COMPENSATIONS	37,000.00	0.00	0.00	0.00	37,000.00
200	EMPLOYEE COMPENSATIONS	37,000.00	0.00	0.00	0.00	37,000.00
06 3100 340 000 0 000	CONTRACTED OR SECURED SERVICES	3,000.00	0.00	0.00	0.00	3,000.00
340	OTHER PROFESSIONAL SERVICES	3,000.00	0.00	0.00	0.00	3,000.00
06 3100 610 000 0 000	SUPPLIES AND MATERIALS	8,000.00	830.43	2,099.99	26.25	5,900.01
610	SUPPLIES	8,000.00	830.43	2,099.99	26.25	5,900.01
06 3100 630 000 0 000	FOOD	290,000.00	33,937.65	85,059.50	29.33	204,940.50
630	FOOD	290,000.00	33,937.65	85,059.50	29.33	204,940.50
06 3100 733 000 0 000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00
733	FURNITURE AND EQUIP	0.00	0.00	0.00	0.00	0.00
06 3100 739 000 0 000	EQUIPMENT	50,000.00	0.00	0.00	0.00	50,000.00
739	OTHER EQUIPMENT	50,000.00	0.00	0.00	0.00	50,000.00
06 3100 890 000 0 000	OTHER MISC SERVICES	0.00	21,232.86	57,529.96	0.00	(57,529.96)
890	OTHER MISC SERVICES	0.00	21,232.86	57,529.96	0.00	(57,529.96)
3100	FOOD SERVICES	558,000.00	56,000.94	144,689.45	25.93	413,310.55
06	LUNCH FUND	558,000.00	56,000.94	144,689.45	25.93	413,310.55

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
07	BOND FUND					
5000	DEBT SERVICES					
07 5000 831 000 0 000	REDEMPTION OF PRINCIPAL	7,684.00	0.00	0.00	0.00	7,684.00
831	REDEMPTION OF PRINCIPAL	7,684.00	0.00	0.00	0.00	7,684.00
5000	DEBT SERVICES	7,684.00	0.00	0.00	0.00	7,684.00
07	BOND FUND	7,684.00	0.00	0.00	0.00	7,684.00

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
08	SPECIAL BUILDING FUND					
2610	OPERATION OF PLANT					
08 2610 610 000 0 000	SUPPLIES	0.00	0.00	290.73	0.00	(290.73)
610	SUPPLIES	0.00	0.00	290.73	0.00	(290.73)
2610	OPERATION OF PLANT	0.00	0.00	290.73	0.00	(290.73)
2620	MAINTENANCE OF PLANT					
08 2620 340 000 0 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	18,447.93	0.00	(18,447.93)
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	18,447.93	0.00	(18,447.93)
2620	MAINTENANCE OF PLANT	0.00	0.00	18,447.93	0.00	(18,447.93)
2660	SECURITY					
08 2660 340 000 0 000	PROFESSIONAL/TECHNICAL SERVICES	88,065.00	0.00	0.00	0.00	88,065.00
340	OTHER PROFESSIONAL SERVICES	88,065.00	0.00	0.00	0.00	88,065.00
08 2660 720 000 0 000	BUILDINGS AND IMPROVEMENTS	811,935.00	0.00	0.00	0.00	811,935.00
720	BUILDINGS AND IMPROVEMENTS	811,935.00	0.00	0.00	0.00	811,935.00
08 2660 733 000 0 000	FURNITURE AND EQUIP	100,000.00	0.00	0.00	0.00	100,000.00
733	FURNITURE AND EQUIP	100,000.00	0.00	0.00	0.00	100,000.00
2660	SECURITY	1,000,000.00	0.00	0.00	0.00	1,000,000.00
08	SPECIAL BUILDING FUND	1,000,000.00	0.00	18,738.66	1.87	981,261.34

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
09	QUALIFIED CAPITAL FUND					
2515	BUILDING & SITES					
09 2515 810 000 0 000	DUES AND FEES	300.00	0.00	0.00	0.00	300.00
810	DUES AND FEES	300.00	0.00	0.00	0.00	300.00
09 2515 831 000 0 000	DEBT RELATED EXPENDITURES	353,536.00	0.00	0.00	0.00	353,536.00
831	REDEMPTION OF PRINCIPAL	353,536.00	0.00	0.00	0.00	353,536.00
09 2515 832 000 0 000	DEBT SERVICE INTEREST	46,380.00	0.00	0.00	0.00	46,380.00
832	DEBT SERVICE INTEREST	46,380.00	0.00	0.00	0.00	46,380.00
2515	BUILDING & SITES	400,216.00	0.00	0.00	0.00	400,216.00
5000	DEBT SERVICES					
09 5000 810 000 0 000	DUES AND FEES	0.00	200.00	200.00	0.00	(200.00)
810	DUES AND FEES	0.00	200.00	200.00	0.00	(200.00)
09 5000 832 000 0 000	REDEMPTION OF INTEREST	0.00	6,411.30	6,411.30	0.00	(6,411.30)
832	DEBT SERVICE INTEREST	0.00	6,411.30	6,411.30	0.00	(6,411.30)
5000	DEBT SERVICES	0.00	6,611.30	6,611.30	0.00	(6,611.30)
09	QUALIFIED CAPITAL FUND	400,216.00	6,611.30	6,611.30	1.65	393,604.70

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
10	COOPERATIVE FUND D10					
2320	EXECUTIVE ADMINISTRATION					
10 2320 890 000 0 000	OTHER MISC SERVICES	9,508.00	0.00	0.00	0.00	9,508.00
890	OTHER MISC SERVICES	9,508.00	0.00	0.00	0.00	9,508.00
2320	EXECUTIVE ADMINISTRATION	9,508.00	0.00	0.00	0.00	9,508.00
10	COOPERATIVE FUND D10	9,508.00	0.00	0.00	0.00	9,508.00

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
13	INVESTMENT FUND					
8000	TRANSFERS					
13 8000 754 000 0 000	TRANSFERS TO GENERAL	0.00	773,000.00	775,500.00	0.00	(775,500.00)
13 8000 754 000 8 000	TRANSFERS TO BUILDING	0.00	0.00	12,000.00	0.00	(12,000.00)
13 8000 754 000 9 000	TRANSFERS TO DEPRECIATION	0.00	141,000.00	252,500.00	0.00	(252,500.00)
754	OTHER TRANSFERS	0.00	914,000.00	1,040,000.00	0.00	(1,040,000.00)
8000	TRANSFERS	0.00	914,000.00	1,040,000.00	0.00	(1,040,000.00)
13	INVESTMENT FUND	0.00	914,000.00	1,040,000.00	0.00	(1,040,000.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
15	SFB SCHOLARSHIPS					
2120	GUIDANCE SERVICES					
15 2120 890 000 0 903	OTHER MISC OBJECTS	0.00	0.00	100.00	0.00	(100.00)
15 2120 890 000 0 905	OTHER MISC OBJECTS	0.00	0.00	75.00	0.00	(75.00)
15 2120 890 000 0 906	OTHER MISC OBJECTS	0.00	0.00	50.00	0.00	(50.00)
15 2120 890 000 0 907	OTHER MISC OBJECTS	0.00	500.00	1,250.00	0.00	(1,250.00)
15 2120 890 000 0 909	OTHER MISC OBJECTS	0.00	0.00	400.00	0.00	(400.00)
15 2120 890 000 0 911	OTHER MISC OBJECTS	0.00	0.00	200.00	0.00	(200.00)
15 2120 890 000 0 914	OTHER MISC OBJECTS	0.00	0.00	125.00	0.00	(125.00)
15 2120 890 000 0 920	OTHER MISC OBJECTS	0.00	150.00	7,050.00	0.00	(7,050.00)
15 2120 890 000 0 925	OTHER MISC OBJECTS	0.00	75.00	3,500.01	0.00	(3,500.01)
890	OTHER MISC SERVICES	0.00	725.00	12,750.01	0.00	(12,750.01)
2120	GUIDANCE SERVICES	0.00	725.00	12,750.01	0.00	(12,750.01)
15	SFB SCHOLARSHIPS	0.00	725.00	12,750.01	0.00	(12,750.01)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
20	SELMA JONES BARKER					
2120	GUIDANCE SERVICES					
20 2120 890 000 0 000	OTHER MISC OBJECTS	0.00	0.00	75.00	0.00	(75.00)
890	OTHER MISC SERVICES	0.00	0.00	75.00	0.00	(75.00)
2120	GUIDANCE SERVICES	0.00	0.00	75.00	0.00	(75.00)
20	SELMA JONES BARKER	0.00	0.00	75.00	0.00	(75.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
21	FRED & VALLIE BERNDT					
2120	GUIDANCE SERVICES					
21 2120 890 000 0 000	OTHER MISC OBJECTS	0.00	0.00	75.00	0.00	(75.00)
890	OTHER MISC SERVICES	0.00	0.00	75.00	0.00	(75.00)
2120	GUIDANCE SERVICES	0.00	0.00	75.00	0.00	(75.00)
21	FRED & VALLIE BERNDT	0.00	0.00	75.00	0.00	(75.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
22	ALBERT J BORNEMANN					
2120	GUIDANCE SERVICES					
22 2120 890 000 0 000	OTHER MISC OBJECTS	0.00	0.00	100.00	0.00	(100.00)
890	OTHER MISC SERVICES	0.00	0.00	100.00	0.00	(100.00)
2120	GUIDANCE SERVICES	0.00	0.00	100.00	0.00	(100.00)
22	ALBERT J BORNEMANN	0.00	0.00	100.00	0.00	(100.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
24	GRISWOLD					
2120	GUIDANCE SERVICES					
24 2120 890 000 0 000	OTHER MISC OBJECTS	0.00	0.00	100.00	0.00	(100.00)
890	OTHER MISC SERVICES	0.00	0.00	100.00	0.00	(100.00)
2120	GUIDANCE SERVICES	0.00	0.00	100.00	0.00	(100.00)
24	GRISWOLD	0.00	0.00	100.00	0.00	(100.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
25	G/R RURAL					
2120	GUIDANCE SERVICES					
25 2120 890 000 0 000	OTHER MISC OBJECTS	0.00	0.00	150.00	0.00	(150.00)
890	OTHER MISC SERVICES	0.00	0.00	150.00	0.00	(150.00)
2120	GUIDANCE SERVICES	0.00	0.00	150.00	0.00	(150.00)
25	G/R RURAL	0.00	0.00	150.00	0.00	(150.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
26	HOLLSTEIN					
2120	GUIDANCE SERVICES					
26 2120 890 000 0 000	OTHER MISC OBJECTS	0.00	0.00	75.00	0.00	(75.00)
890	OTHER MISC SERVICES	0.00	0.00	75.00	0.00	(75.00)
2120	GUIDANCE SERVICES	0.00	0.00	75.00	0.00	(75.00)
26	HOLLSTEIN	0.00	0.00	75.00	0.00	(75.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
27	HOLZBERGER					
2120	GUIDANCE SERVICES					
27 2120 890 000 0 000	OTHER MISC OBJECTS	0.00	0.00	225.00	0.00	(225.00)
890	OTHER MISC SERVICES	0.00	0.00	225.00	0.00	(225.00)
2120	GUIDANCE SERVICES	0.00	0.00	225.00	0.00	(225.00)
27	HOLZBERGER	0.00	0.00	225.00	0.00	(225.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
33	TURNER FOUNDATION					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
33 1100 610 000 0 000	SUPPLIES	0.00	419.19	502.16	0.00	(502.16)
610	SUPPLIES	0.00	419.19	502.16	0.00	(502.16)
1100	REGULAR INSTRUCTIONAL PROGRAMS	0.00	419.19	502.16	0.00	(502.16)
33	TURNER FOUNDATION	0.00	419.19	502.16	0.00	(502.16)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
70	PETTY CASH FUND					
2310	BOARD OF EDUCATION					
70 2310 580 000 0 000	TRAVEL	0.00	755.00	755.00	0.00	(755.00)
580	TRAVEL	0.00	755.00	755.00	0.00	(755.00)
70 2310 890 000 0 000	OTHER MISC SERVICES	0.00	0.00	0.00	0.00	0.00
890	OTHER MISC SERVICES	0.00	0.00	0.00	0.00	0.00
2310	BOARD OF EDUCATION	0.00	755.00	755.00	0.00	(755.00)
2320	EXECUTIVE ADMINISTRATION					
70 2320 580 000 0 000	TRAVEL	0.00	453.00	453.00	0.00	(453.00)
580	TRAVEL	0.00	453.00	453.00	0.00	(453.00)
2320	EXECUTIVE ADMINISTRATION	0.00	453.00	453.00	0.00	(453.00)
2610	OPERATION OF PLANT					
70 2610 531 000 0 000	POSTAGE	0.00	37.17	0.00	0.00	0.00
531	POSTAGE	0.00	37.17	0.00	0.00	0.00
2610	OPERATION OF PLANT	0.00	37.17	0.00	0.00	0.00
70	PETTY CASH FUND	0.00	1,245.17	1,208.00	0.00	(1,208.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
Grand Total:		18,311,407.00	1,970,526.88	4,216,182.36	24.72	14,095,224.64

District 10 Expenditures Comparison Report

	2017-18	2018-19	2019-20	2020-21	2021 - 22
September	\$736,949.91	\$704,744.82	\$693,525.33	\$743,950.96	921,724.17
October	\$729,512.28	\$704,257.06	\$740,852.48	\$766,898.02	836,219.03
November	\$715,358.22	\$737,130.61	\$750,812.47	\$741,684.74	818,784.81
December	\$731,067.90	\$735,857.15	\$714,030.37	\$763,914.63	792,707.10
January	\$751,843.36	\$763,107.11	\$761,971.84	\$732,325.01	
February	\$746,477.50	\$706,605.63	\$729,575.41	\$757,667.23	
March	\$770,868.44	\$687,942.08	\$709,494.72	\$750,439.43	
April	\$684,130.87	\$678,799.15	\$666,947.63	\$754,201.28	
May	\$711,432.33	\$771,990.80	\$719,639.76	\$805,714.54	
June	\$785,034.10	\$855,298.50	\$747,267.26	\$791,516.48	
July	\$665,065.64	\$730,454.54	\$747,141.61	\$ 766,808.07	
	*(500,000.00 trnsfr to deprec)	*(400,000.00 trnsfr to deprec)			
August	\$1,093,655.93	\$1,043,661.33	\$719,266.21	\$ 667,558.02	

GORDON-RUSHVILLE PUBLIC SCHOOLS - DISTRICT NO. 10
FINANCIAL SUMMARY
Month of December, 2021

GENERAL FUND

Reconciled Bank Balance, November 30, 2021	181,297.53
On Deposit, County Treasurer	164,002.14
Total Available Cash	345,299.67
Less: General Fund Bills	- 792,707.10
Plus or Minus Cash Balance	- 447,407.43
Transfer FROM Investment Fund	+ 450,000.00
Anticipated Checkbook Balance, End of Month	2,592.57

BUILDING FUND

Reconciled Bank Balance, November 30, 2021	2,575.05
On Deposit, County Treasurer	1,675.12
Total Available Cash	+ 4,250.17
Less Bills	- 0.00
Plus or Minus Cash Balance	+ 4,250.17
Transfer TO Investment Fund	- 3,250.00
Anticipated Checkbook Balance, End of Month	1,000.17

DISTRICT 10 DEPRECIATION FUND

Reconciled Bank Balance November 30, 2021	1,426.09
Less Bills	- 7,204.25
Plus or Minus Cash Balance	- 5,778.16
Transfer FROM Investment Fund	+ 7,000.00
Anticipated Checkbook Balance, End of Month	1,221.84

GRPS INVESTMENT FUND (money market)

Reconciled Bank Balance, November 30, 2021	4,224,909.53
Fund Balances in Investment Fund:	
Balance + Transfers + Interest =	
Dist. 10 Gen. Fund 2,516,346.25 - 773,000.00 + 17.05	= 1,743,363.30
Dist. 10 Building 790,309.47 + 500.00 + 5.35	= 790,814.82
Dist. 10 Deprec. 1,831,719.01 - 141,000.00 + 12.40	= 1,690,731.41
Total of Fund Balances D10 Deprec Bldg	4,224,909.53
Trnsfr FROM Inv.Fund fm D-10 - 450,000.00	- 450,000.00
Trnsfr TO Inv.Fund fm Bldg + 3,250.00	+ 3,250.00
Trnsfr FROM Inv Fund to Deprec. - 7,000.00	- 7,000.00
Anticipated Fund Balance, End of Month	+ 3,771,159.53
DIST. 10 CERTIFICATES OF DEPOSIT	0.00
Total Investment Fund Balance, End of Month	+ 3,771,159.53

DISTRICT 10 LUNCH FUND

Reconciled Bank Balance, November 30, 2021	98,611.17
Anticipated Receipts	0.00
Less Bills	- 47,728.82
Transfer from District 10 General	<u>+</u> .00
Anticipated Checkbook Balance, End of Month	50,882.35

DISTRICT 10 COOPERATIVE FUND

Reconciled Bank Balance, November 30, 2021	11,607.27
Less Bills	- 0.00
Transfer from District 10 General	<u>+</u> 0.00
Anticipated Checkbook Balance, End of Month	11,607.27

DISTRICT 10 QUALIFIED CAPITAL FUND

Reconciled Bank Balance, November 30, 2021	556,780.07
On Deposit, County Treasurer	853.77
Anticipated Receipts During Month	<u>0.00</u>
Total Available Cash	557,633.84
Less Bills	- 0.00
Anticipated Checkbook Balance, End of Month	557,633.84

DISTRICT 5/12 BOND FUND

Reconciled Bank Balance October 31, 2021	7,683.85
On Deposit, County Treasurer	<u>+</u> 0.00
Total Available Cash	7,683.85
Less Bills	- 0.00
Anticipated Checkbook Balance, End of Month	7,683.85

SCHOLARSHIPS

Dollars for Scholars (223,282.23 CD)	20,349.07
Selma Jones Barker Scholarship (10,000 CD)	175.95
Berndt Scholarship (10,000 CD)	194.89
Albert J. Bornemann Scholarship (10,000 CD)	372.95
Brewer Scholarship Fund (10,000) Savings Account	199.47
Griswold Scholarship Fund (15,000 CD)	182.36
GR Rural Scholarship Fund (20,000 CD)	692.57
Hollstein Foundation (16,000) Savings Account	410.74
Holzberger Memorial (25,000 CD)	669.20
Sullens Memorial Scholarship (25,000 CD)	483.40
Rusty Thorp Memorial	1.53
Waterman	851.66
Johnson Fine Arts Fund (60,000 CD)	1,662.65
Turner Foundation	54,862.41

MONTHLY FINANCIAL SUMMARY
DECEMBER 2021

MONTH ENDING NOVEMBER 2021

ACCOUNT	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY EXPENSES	ENDING BALANCE
DISTRICT NO.10 GENERAL FUND	\$35,866.20	\$964,216.14	\$818,784.81	\$181,297.53
DISTRICT NO. 10 SPECIAL FUNDS	\$584,676.05	\$143,435.05	\$148,038.77	\$580,072.33
PETTY CASH FUND	\$12,037.17	\$0.00	\$1,245.17	\$10,792.00
PAYROLL ACCOUNT	\$100.00	\$0.00	\$0.00	\$100.00
SCHOOL LUNCH FUND	\$94,031.87	\$60,580.24	\$56,000.94	\$98,611.17
ACTIVITY FUND	\$223,449.64	\$60,617.60	\$30,801.46	\$253,265.78
GRPS INVESTMENT FUND	\$5,138,374.73	\$534.80	\$914,000.00	\$4,224,909.53

MONTHLY FINANCIAL SUMMARY
NOVEMBER 2021

MONTH ENDING OCTOBER 2021

ACCOUNT	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY EXPENSES	ENDING BALANCE
DISTRICT NO.10 GENERAL FUND	\$243,212.58	\$628,917.57	\$826,263.95	\$35,866.20
DISTRICT NO. 10 SPECIAL FUNDS	\$580,520.85	\$134,137.36	\$129,982.16	\$584,676.05
PETTY CASH FUND	\$12,000.00	\$37.17	\$0.00	\$12,037.17
PAYROLL ACCOUNT	\$100.00	\$0.00	\$0.00	\$100.00
SCHOOL LUNCH FUND	\$70,555.38	\$80,764.36	\$57,287.87	\$94,031.87
ACTIVITY FUND	\$204,723.49	\$46,453.40	\$27,727.25	\$223,449.64
GRPS INVESTMENT FUND	\$5,264,330.64	\$44.09	\$126,000.00	\$5,138,374.73

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 01 DISTRICT 10

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	TAX REVENUE	8,154,439.00	156,489.96	2,787,279.92	34.18	5,367,159.08
01 1125	MOTOR VEHICLE TAX	190,000.00	0.00	0.00	0.00	190,000.00
01 1315	DISTANCE EDUCATION TUITION	1,200.00	0.00	0.00	0.00	1,200.00
01 1321	TUITION FROM OTHER DISTRICTS	10,000.00	0.00	0.00	0.00	10,000.00
01 1510	INTEREST ON INVESTMENT	5,000.00	17.05	52.24	1.04	4,947.76
01 1910	RENTAL OF SCHOOL FACILITIES	0.00	0.00	450.00	0.00	(450.00)
01 1990	OTHER LOCAL RECEIPTS	15,000.00	130.32	559.77	3.73	14,440.23
Subtotal: 1000		8,375,639.00	156,637.33	2,788,341.93	33.29	5,587,297.07
01 2110	COUNTY FINES AND LICENSE FEES	50,000.00	1,670.00	5,000.00	10.00	45,000.00
01 2210	ED SERVICE UNIT RECEIPTS	1,200.00	0.00	0.00	0.00	1,200.00
Subtotal: COUNTY AND ESU RECEIPTS		51,200.00	1,670.00	5,000.00	9.77	46,200.00
01 3110	STATE AID	53,009.00	5,301.00	15,903.00	30.00	37,106.00
01 3120	SPECIAL ED SCHOOL AGE	500,000.00	0.00	0.00	0.00	500,000.00
01 3125	SCHOOL AGE SPECIAL ED TRANSPOR	7,000.00	0.00	0.00	0.00	7,000.00
01 3180	PRO-RATE MOTOR VEHICLE	15,000.00	0.00	0.00	0.00	15,000.00
01 3400	STATE APPORTIONMENT	90,000.00	0.00	0.00	0.00	90,000.00
01 3512	DISTANCE EDUCATION INCENTIVE	0.00	0.00	2,532.84	0.00	(2,532.84)
01 3535	HI-ABILITY LEARNER	8,991.00	5,767.00	5,767.00	64.14	3,224.00
01 3551	EDUCATION QUEST	0.00	625.00	3,125.00	0.00	(3,125.00)
01 3599	OTHER STATE PROGRAMS	30,000.00	0.00	0.00	0.00	30,000.00
01 3990	OTHER STATE RECEIPTS	10,000.00	0.00	0.00	0.00	10,000.00
Subtotal: STATE RECEIPTS		714,000.00	11,693.00	27,327.84	3.83	686,672.16
01 4310	REAP GRANT	0.00	0.00	27,141.00	0.00	(27,141.00)
01 4505	TITLE I, CURRENT FY	600,000.00	0.00	0.00	0.00	600,000.00
01 4516	IDEA/PRESCHOOL	20,000.00	0.00	4,400.00	22.00	15,600.00
01 4518	IDEA-BASE	80,000.00	0.00	181,918.00	227.40	(101,918.00)
01 4521	IDEA/NON-PUBLIC	0.00	0.00	1,281.00	0.00	(1,281.00)
01 4530	OTHER FEDERAL RECEIPTS	12,563.00	0.00	0.00	0.00	12,563.00
01 4531	21ST CENTURY GRANT	0.00	0.00	5,550.00	0.00	(5,550.00)
01 4708	SPED MEDICAID	12,000.00	0.00	0.00	0.00	12,000.00
01 4709	MEDICAID ADMINISTRATIVE ACTIVITIES	30,000.00	0.00	0.00	0.00	30,000.00
01 4997	ESSERS II	150,000.00	0.00	0.00	0.00	150,000.00
01 4998	ESSERS III	150,000.00	0.00	0.00	0.00	150,000.00
Subtotal: FEDERAL RECEIPTS		1,054,563.00	0.00	220,290.00	20.89	834,273.00
01 5400	LONG TERM LOANS/ENERGY LOAN	16,427.00	0.00	0.00	0.00	16,427.00
01 5690	OTHER NON-REVENUE RECEIPTS	10,000.00	21,232.86	57,529.96	575.30	(47,529.96)
Subtotal: NON-REVENUE RECEIPTS		26,427.00	21,232.86	57,529.96	217.69	(31,102.96)
Fund Total:		10,221,829.00	191,233.19	3,098,489.73	30.31	7,123,339.27

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 02 DEPRECIATION 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>
02 1510	INTEREST ON INVESTMENT	0.00	12.40	44.00	0.00	(44.00)
	Subtotal: 1000	0.00	12.40	44.00	0.00	(44.00)
02 5200	TRANSFERS FROM OTHER FUNDS	13,913.00	141,000.00	252,500.00	1,814.85	(238,587.00)
	Subtotal: NON-REVENUE RECEIPTS	13,913.00	141,000.00	252,500.00	1,814.85	(238,587.00)
	Fund Total:	13,913.00	141,012.40	252,544.00	1,815.17	(238,631.00)

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 05 ACTIVITIES FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
05 1790	OTHER ACTIVITY REC	800,000.00	0.00	0.00	0.00	800,000.00
05 1790 0001	OTHER LOCAL REC/ANNUAL	0.00	100.00	3,675.00	0.00	(3,675.00)
05 1790 0002	OTHER LOCAL REC/EQUIPMENT FUND	0.00	0.00	4,025.00	0.00	(4,025.00)
05 1790 0003	OTHER LOCAL REC/ATHLETICS	0.00	17,007.77	29,669.04	0.00	(29,669.04)
05 1790 0004	OTHER LOCAL REC/CONCESSIONS	0.00	1,312.85	6,526.25	0.00	(6,526.25)
05 1790 0006	OTHER LOCAL REC/CLASS OF 21	0.00	50.00	492.80	0.00	(492.80)
05 1790 0007	OTHER LOCAL REC/CLASS OF 24	0.00	120.00	410.00	0.00	(410.00)
05 1790 0008	OTHER LOCAL REC/CLASS OF 23	0.00	720.00	8,932.60	0.00	(8,932.60)
05 1790 0011	OTHER LOCAL REC/COURTESY FUND	0.00	0.00	183.00	0.00	(183.00)
05 1790 0012	OTHER LOCAL REC/SPEECH	0.00	0.00	375.10	0.00	(375.10)
05 1790 0014	OTHER LOCAL REC/FFA	0.00	17,182.00	19,687.69	0.00	(19,687.69)
05 1790 0017	OTHER LOCAL REC/CHEERLEADING	0.00	1,210.00	4,071.25	0.00	(4,071.25)
05 1790 0018	OTHER LOCAL REC/"GR" CLUB	0.00	60.00	750.00	0.00	(750.00)
05 1790 0024	OTHER LOCAL REC/GORDON LIBRARY	0.00	536.70	536.70	0.00	(536.70)
05 1790 0025	OTHER LOCAL REC/RUSHVILLE LIBRARY	0.00	236.27	1,917.43	0.00	(1,917.43)
05 1790 0026	OTHER LOCAL REC/GNRL ACTIVITIES	0.00	0.00	3,252.66	0.00	(3,252.66)
05 1790 0034	OTHER LOCAL REC/STUDENT COUNCI	0.00	0.00	588.84	0.00	(588.84)
05 1790 0038	OTHER LOCAL REC/VO-AG CLEARING	0.00	0.00	500.00	0.00	(500.00)
05 1790 0041	OTHER LOCAL REC/RMS ST.COUNCIL	0.00	800.26	800.26	0.00	(800.26)
05 1790 0043	OTHER LOCAL REC/WW MISCELLAN	0.00	2,500.00	2,533.28	0.00	(2,533.28)
05 1790 0048	OTHER LOCAL REC/RMS POP FUND	0.00	0.00	48.22	0.00	(48.22)
05 1790 0050	OTHER LOCAL REC/RES TEACH FND	0.00	0.00	642.82	0.00	(642.82)
05 1790 0051	OTHER LOCAL REC/RES PARENT FUND	0.00	263.00	8,960.00	0.00	(8,960.00)
05 1790 0054	OTHER LOCAL REC/ONE ACT	0.00	227.75	227.75	0.00	(227.75)
05 1790 0055	OTHER LOCAL REC/BAND FND RAISR	0.00	9,767.00	9,767.00	0.00	(9,767.00)
05 1790 0057	OTHER LOCAL REC/QUIZ BOWL	0.00	0.00	174.60	0.00	(174.60)
05 1790 0060	OTHER LOCAL REC WOOD SHOP	0.00	500.00	775.00	0.00	(775.00)
05 1790 0061	OTHER LOCAL REC/ROBOTICS CLUB	0.00	0.00	383.62	0.00	(383.62)
05 1790 0066	OTHER LOCAL REC JEANS FUND	0.00	20.00	283.00	0.00	(283.00)
05 1790 0070	OTHER LOCAL REC RURAL LIBRARY	0.00	0.00	21,239.09	0.00	(21,239.09)
05 1790 0072	OTHER ACTIVITY REC/BOWLING	0.00	42.00	807.40	0.00	(807.40)
05 1790 0100	OTHER LOCAL REC/FB FNDRSR	0.00	880.00	2,912.30	0.00	(2,912.30)
05 1790 0103	OTHER LOCAL REC - MS VB	0.00	0.00	540.00	0.00	(540.00)
05 1790 0200	OTHER LOCAL REC/VB FNDRSR	0.00	20.00	4,184.96	0.00	(4,184.96)
05 1790 0300	OTHER LOCAL REC/BBB FNDRSR	0.00	0.00	1,563.70	0.00	(1,563.70)
05 1790 0500	OTHER LOCAL REC/WRSTLNG FNDRSR	0.00	7,062.00	7,812.00	0.00	(7,812.00)
05 1790 0600	OTHER LOCAL REC/CC FUNDRAISER	0.00	0.00	1,123.74	0.00	(1,123.74)
Subtotal: 1000		800,000.00	60,617.60	150,372.10	18.80	649,627.90
Fund Total:		800,000.00	60,617.60	150,372.10	18.80	649,627.90

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 06 LUNCH 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>
06 1611	SALE OF STUDENT LUNCHES	40,000.00	1,836.41	7,706.63	19.27	32,293.37
06 1620	SALE OF ADULT LUNCHES	0.00	789.81	2,021.81	0.00	(2,021.81)
06 1650	SUMMER FOOD PROGRAM	0.00	56,302.02	130,819.90	0.00	(130,819.90)
	Subtotal: 1000	40,000.00	58,928.24	140,548.34	351.37	(100,548.34)
06 3150	STATE REIMBURSEMENT	60,000.00	0.00	0.00	0.00	60,000.00
06 3990	OTHER STATE RECEIPTS	5,000.00	0.00	0.00	0.00	5,000.00
	Subtotal: STATE RECEIPTS	65,000.00	0.00	0.00	0.00	65,000.00
06 4210	FRESH FRUIT & VEG. PROGRAM	453,235.00	1,652.00	4,798.01	1.06	448,436.99
	Subtotal: FEDERAL RECEIPTS	453,235.00	1,652.00	4,798.01	1.06	448,436.99
	Fund Total:	558,235.00	60,580.24	145,346.35	26.04	412,888.65

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 07

BOND 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>
07 1100	LOCAL PROPERTY TAXES	7,684.00	0.00	0.00	0.00	7,684.00
	Subtotal: 1000	7,684.00	0.00	0.00	0.00	7,684.00
	Fund Total:	7,684.00	0.00	0.00	0.00	7,684.00

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 08 SPECIAL BUILDING 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>
08 1100	LOCAL PROPERTY TAXES	100,000.00	1,632.31	33,765.67	33.77	66,234.33
08 1510	INTEREST ON INVESTMENT	1,500.00	5.35	20.03	1.34	1,479.97
08 1990	OTHER LOCAL RECEIPTS	496,000.00	0.00	0.00	0.00	496,000.00
	Subtotal: 1000	597,500.00	1,637.66	33,785.70	5.65	563,714.30
08 4530	OTHER FEDERAL RECEIPTS	1,000,000.00	0.00	0.00	0.00	1,000,000.00
	Subtotal: FEDERAL RECEIPTS	1,000,000.00	0.00	0.00	0.00	1,000,000.00
	Fund Total:	1,597,500.00	1,637.66	33,785.70	2.11	1,563,714.30

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 09 QUALIFIED CAPITAL 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>
09 1100	LOCAL PROPERTY TAXES	50,505.00	802.74	16,853.64	33.37	33,651.36
	Subtotal: 1000	50,505.00	802.74	16,853.64	33.37	33,651.36
	Fund Total:	50,505.00	802.74	16,853.64	33.37	33,651.36

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 10 COOPERATIVE FUND D10

<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>
10 1925	COMMUNITY SERVICE ACTIVITIES-SRO	0.00	0.00	2,100.00	0.00	(2,100.00)
	Subtotal: 1000	0.00	0.00	2,100.00	0.00	(2,100.00)
	Fund Total:	0.00	0.00	2,100.00	0.00	(2,100.00)

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 13 INVESTMENT 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>
13 5200	TRANSFERS FROM OTHER FUNDS	0.00	500.00	1,613,640.00	0.00	(1,613,640.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	500.00	1,613,640.00	0.00	(1,613,640.00)
	Fund Total:	0.00	500.00	1,613,640.00	0.00	(1,613,640.00)

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 15 SFB SCHOLARSHIPS

<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>
15 1510 0903	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	45.21	0.00	(45.21)
15 1510 0904	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	10.94	0.00	(10.94)
15 1510 0905	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	7.39	0.00	(7.39)
15 1510 0906	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	11.03	0.00	(11.03)
15 1510 0907	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	509.78	0.00	(509.78)
15 1510 0908	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	5.03	0.00	(5.03)
15 1510 0909	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	236.04	0.00	(236.04)
15 1510 0910	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	28.17	0.00	(28.17)
15 1510 0911	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	90.12	0.00	(90.12)
15 1510 0912	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	8.97	0.00	(8.97)
15 1510 0913	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	5.42	0.00	(5.42)
15 1510 0914	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	26.79	0.00	(26.79)
Subtotal: 1000		0.00	0.00	984.89	0.00	(984.89)
Fund Total:		0.00	0.00	984.89	0.00	(984.89)

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 20 SELMA JONES BARKER

<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>
20 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	11.35	11.35	0.00	(11.35)
	Subtotal: 1000	0.00	11.35	11.35	0.00	(11.35)
20 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	11.35	11.35	0.00	(11.35)

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 21 FRED & VALLIE BERNDT

<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>
21 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	0.00	0.00	0.00

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 22 ALBERT J BORNEMANN

<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>
22 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	2.55	0.00	(2.55)
	Subtotal: 1000	0.00	0.00	2.55	0.00	(2.55)
22 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	2.55	0.00	(2.55)

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 23 SARAH LUCILLE BREWER

<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>
23 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	12.61	0.00	(12.61)
	Subtotal: 1000	0.00	0.00	12.61	0.00	(12.61)
	Fund Total:	0.00	0.00	12.61	0.00	(12.61)

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 24

GRISWOLD

<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>
24 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	0.00	0.00	0.00

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 25

G/R RURAL

<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>
25 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	0.00	0.00	0.00

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 26 HOLLSTEIN

<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>
26 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	4.03	0.00	(4.03)
	Subtotal: 1000	0.00	0.00	4.03	0.00	(4.03)
26 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	4.03	0.00	(4.03)

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 27 HOLZBERGER

<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>
27 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	15.76	15.76	0.00	(15.76)
	Subtotal: 1000	0.00	15.76	15.76	0.00	(15.76)
27 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	15.76	15.76	0.00	(15.76)

REVENUE SUMMARY REPORT NE NOVEMBER 2021

Fund: 30 WATERMAN

<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>
30 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.04	0.09	0.00	(0.09)
	Subtotal: 1000	0.00	0.04	0.09	0.00	(0.09)
	Fund Total:	0.00	0.04	0.09	0.00	(0.09)

Revenue Summary Report

Processing Month: 11/2021

REVENUE SUMMARY REPORT NE NOVEMBER 2021

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	13,249,666.00	456,410.98	5,314,162.80	40.11	7,935,503.20

**REGULAR MONTHLY MEETING
GORDON-RUSHVILLE SCHOOLS BOARD OF EDUCATION
DISTRICT NO. 81-0010
November 8, 2021**

I. Open the Meeting at 5:33 pm.

II. Call to Order/Nebraska Open Meetings Law

III. Excuse Absent Members

It was moved by Kathleen Willnerd seconded by Dave Johnson to excuse Ross Janssen.
Motion Carried.

Mr Ross Janssen: Absent

Mrs Candie Johnson: Yes

Dave Johnson: Yes

Mr Zach Kearns: Yes

Sherry Retzlaff: Yes

Kathleen Willnerd: Yes

Yes: 5, No: 0, Absent: 1

IV. Publication of Meeting

It was moved by Mrs Candie Johnson seconded by Mr Zach Kearns to declare this meeting properly publicized and open to the public as per policies #8340 and #8342, method of publication Sheridan County Journal Star -. Motion Carried.

Mr Ross Janssen: Absent

Mrs Candie Johnson: Yes

Dave Johnson: Yes

Mr Zach Kearns: Yes

Sherry Retzlaff: Yes

Kathleen Willnerd: Yes

Yes: 5, No: 0, Absent: 1

V. Acceptance of the agenda

It was moved by Kathleen Willnerd seconded by Mr Zach Kearns that the agenda for this meeting, all items of which were placed on it at least 24 hours prior to the meeting time, as provided by statute, amended with the following: Acceptance of the agenda, with the addition of the financials on Monday morning, due to waiting on the figures from the Sheridan Co. Treasurer. Motion Carried.

Mr Ross Janssen: Absent

Mrs Candie Johnson: Yes

Dave Johnson: Yes

Mr Zach Kearns: Yes

Sherry Retzlaff: Yes

Kathleen Willnerd: Yes

Yes: 5, No: 0, Absent: 1

VI. Public Forum Joe Headrick, Jason Funk, Sherry Brink, Kim Dukat, Jason Gantz, Ron Fisher, Nathan Livingston, Dr. Catherine Jones-Hazeldine, Shawn Felken, Tessa Hurlburt.

VII. Celebration of Excellence - McKenna Webel - Student Teacher
Swearing in of Tessa Hurlburt, BOE Student Representative

VIII. Reports

VIII.A. Mrs. Curtis, Mr. Slama, Mr. Livingston, Miss Liggett

IX. Consent Agenda

It was moved by Kathleen Willnerd seconded by Mrs Candie Johnson to to approve the consent agenda as presented. Motion Carried.

Mr Ross Janssen: Absent

Mrs Candie Johnson: Yes

Dave Johnson: Yes

Mr Zach Kearns: Yes

Sherry Retzlaff: Yes

Kathleen Willnerd: Yes

Yes: 5, No: 0, Absent: 1

Minutes of the Regular Meeting of Dist. 81-0010 of October 12, 2021, and Board Work Session of October 12, 2021, Finances: General Fund Bills \$818,784.81, Building Fund Bills \$0, Depreciation Fund Bills \$149,927.47, Qualified Capital Fund Bills \$6,611.30, Cooperative Fund Bills \$0, Lunch Fund Bills \$56,000.94, Transfers: From the Investment Fund to the General Fund \$773,000, from the Investment Fund to the Depreciation Fund \$141,000, to the Investment Fund from the Building Fund \$500.

X A. Superintendent evaluation

It was moved by Kathleen Willnerd seconded by Dave Johnson to approve and accept Superintendent evaluation. Motion Carried.

Mr Ross Janssen: Absent

Mrs Candie Johnson: Yes

Dave Johnson: Yes

Mr Zach Kearns: Yes

Sherry Retzlaff: Yes

Kathleen Willnerd: Yes

Yes: 5, No: 0, Absent: 1

X.B. Contracting with KSB Law for policy updates. It was moved by Mrs Candie Johnson seconded by Mr Zach Kearns to Approve contracting with KSB Law for policy updates. Motion Carried.

Mr Ross Janssen: Absent

Mrs Candie Johnson: Yes

Dave Johnson: Yes

Mr Zach Kearns: Yes

Sherry Retzlaff: Yes

Kathleen Willnerd: Yes
Yes: 5, No: 0, Absent: 1

XI. Next Regular Board Meeting - December 13, 2021 5:30 pm

XII. Adjournment

It was moved by Kathleen Willnerd seconded by Dave Johnson to to adjourn the District No. 10 meeting at 6:40 PM. Motion Carried.

Mr Ross Janssen: Absent

Mrs Candie Johnson: Yes

Dave Johnson: Yes

Mr Zach Kearns: Yes

Sherry Retzlaff: Yes

Kathleen Willnerd: Yes

Yes: 5, No: 0, Absent: 1

**REGULAR MONTHLY MEETING
GORDON-RUSHVILLE SCHOOLS BOARD OF EDUCATION
DISTRICT NO. 81-0010
Monday, November 8, 2021**

I. Declare work session open

It was moved by Mr Zach Kearns seconded by Dave Johnson declare the NASB work session open at 4:02 pm. Motion Carried.

Mr Ross Janssen: Absent

Mrs Candie Johnson: Yes

Dave Johnson: Yes

Mr Zach Kearns: Yes

Sherry Retzlaff: Yes

Kathleen Willnerd: Yes

Yes: 6, No: 0

II. Notice of NE Open Meetings Act

III. Discuss, review and consult with NASB Executive Search Service representative

IV. Adjourn work session

It was moved by Kathleen Willnerd seconded by Mrs Candie Johnson to adjourn work session at 5:14 pm. Motion Carried.

Mr Ross Janssen: Absent

Mrs Candie Johnson: Yes

Dave Johnson: Yes

Mr Zach Kearns: Yes

Sherry Retzlaff: Yes

Kathleen Willnerd: Yes

Yes: 6, No: 0

1001 General Policy Statement

The organization, management, and control of this school district is vested in its board of education ("board"). To guide the board and school district operations, and to assist it and its designees in carrying out duties, the board will establish, maintain, and amend a set of policies.

Written board policies serve the following purposes:

1. Formally articulating the board's goals and long-term objectives.
2. Providing district administrators and staff with guidance in making decisions that affect students, employees and patrons of the district.
3. Informing the public of the manner that the board and district will conduct its business and its relationships with staff, pupils, parents and patrons.

To avoid unnecessary rigidity, these policies are stated in general terms. With the exception of statutory requirements or instances when the specific application of a policy is essential to the long-term welfare of the district, these policies are intended to provide administrators with the flexibility to apply them to a wide range of situations.

The policies are not the only guidelines for district operations. Specific regulations, procedures, and practices also help guide and govern actions and decisions. They must be consistent with policies, but serve a different purpose.

Exceptional Circumstances

The board cannot foresee every situation that may arise, and circumstances will occur when these policies provide inadequate guidance. In such circumstances, the superintendent should use his or her best judgment, and communicate with the board about the situation as soon as is convenient.

Validity of Policies

Each policy and its provision should be interpreted so that it is valid under applicable law. If a court determines that a provision of a policy is invalid, such invalidity shall not affect the remaining provisions of that policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

1002
Creation, Amendment, and Distribution of Board of Education Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

Each policy shall bear the date when it was adopted, revised or reviewed.

The superintendent shall distribute copies of these policies to all members of the board, maintain a master copy in the central office, and see to it that the policies are maintained on the school district's web site.

Annual Review

The board shall review all policies at least once every three years. Nebraska statutes require an annual review and/or hearing to solicit public comment on these specific policies:

Parental Involvement Policy

Title I Parental Involvement Policy

(NOTE: These first two are distinct parental involvement policies, and both must be reviewed annually.)

Student Fees Policy

Bullying

Multicultural Education

Student Assessment

Teacher Evaluation

Student Academic Performance

Safety and Security Committee

Attendance and Excessive Absenteeism

The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.

Adopted on: _____

Revised on: _____

Reviewed on: _____

1003 Mission Statement

Purpose

Gordon-Rushville Public Schools is committed to developing well-rounded leaders and lifelong learners. We share a vision of creating a system that enables every student in our diverse community to meet or exceed rigorous standards for academic performance.

Direction

At Gordon-Rushville Schools we strive to provide a safe environment where every student can be a lifelong, productive and successful learner.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2001 Role of the Board of Education

The board of education (board) is charged by the Legislature with the duty of providing public elementary and secondary education to the citizens of the district. The Legislature has also created the State Board of Education and the State Department of Education, and has delegated certain regulatory and advisory functions to them. The board is responsible to these agencies as specified by law.

The board's primary duties are: (1) to establish a mission, goals, and policies; (2) to establish and maintain school facilities; (3) to select a superintendent; (4) to adopt a fiscally responsible budget; and (5) to evaluate programs.

1. Establishment of Mission, Goals and Policies

The board shall concern itself with broad questions of mission, goals and policy, rather than administrative details. The application of policies is an administrative task to be performed by the superintendent of schools and his or her administrative staff, who shall be held responsible for the effective administration and supervision of the entire school district.

2. Establishment and Maintenance of School Facilities and Other Resources

The board is the legal agency through which the community works to provide the physical facilities, curriculum, instructional supplies and staff to enable the district's mission and objectives to be carried out. The board will establish and maintain school facilities necessary to educate the students of the district.

3. Selection of the Superintendent of Schools

The board will employ a superintendent of schools as the chief executive to whom it will delegate the administration of the school program. As the chief administrator for the board, the superintendent will implement board policies and supervise the day-to-day operation of the school system. The superintendent will keep the board informed of the implementation of the plans and policies, and will recommend changes to policies as necessary. The superintendent will furnish educational leadership to the board, the school staff, and the community.

4. Fiscally Responsible Budget

The board will annually adopt a fiscally responsible budget that will permit the district to accomplish its goals and objectives. The management of the financial program and the development of the proposed budget for the district is delegated to the superintendent.

The board will work for adequate and dependable financial support of the public schools, promotion of effective and efficient organization, and administration of the district.

5. Evaluation of Program

The board will evaluate, or cause to be evaluated, the progress and results of the educational program on a continuous basis. In making these evaluations, the board will seek and give appropriate weight to the superintendent's analysis and recommendations.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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 six 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: _____

Revised on: _____

Reviewed on: _____

2003

Development and Education of Board Members

1. New Board Member Orientation

- a. All new board members are strongly encouraged to attend new board member training and workshops.
- b. Sitting board members and the superintendent will assist each new member-elect to understand the board's functions, policies, and procedures before he or she takes office.

2. Ongoing Development and Education

- a. Board members provide the most effective service to the district when they are continuously updated on educational and legal issues. Attendance at meetings directly or indirectly related to education or school matters is encouraged for the value they have to the school system and the professional growth of board members.
- b. Board members are encouraged to engage in continuing education such as:
 - i. Participation in local, regional and state conferences and workshops such as meetings of the Nebraska Association of School Boards, the Nebraska Rural Community Schools Association, and the Nebraska Council of School Administrators.
 - ii. Participation in legislative sessions and related activities.
 - iii. Participation in national conventions such as the National School Boards Association and/or the American Association of School Administrators on a rotating basis among the members.
 - iv. Examination of other school facilities and their programs.

The superintendent shall notify board members of all relevant conferences and workshops, other local and regional meetings, and/or in-service activities.

Board members should refer to Policy 2007 for information on reimbursement for attendance at continuing education and training.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**2004
Oath of Office**

No board member is required to take an oath of office pursuant to Nebraska law. However, new board members may voluntarily take the following oath before entering into their official duties:

I,, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members may affirm the oath orally or in writing. Copies of written oaths will be retained as official records of the school district in the main administrative office and such other places as may be required by law. Board members who give the oath orally will be noted in the minutes.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2005 Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

- (1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
- (2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

2. Contracts with the School District.

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in

- any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.
- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
 - c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her parent, spouse, or child has a business association with the business involved in the contract or will receive a payment, fee, or commission as a result of the contract.
 - d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
 - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
 - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
 - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
 - (1) All district employees.
 - (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

- a. A board member may recommend for employment or supervise the employment of an immediate family member if:
 - (1) The board member does not abuse his or her position.
 - (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
 - (3) The board makes a reasonable solicitation and consideration of applications for employment.
 - (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
 - (5) The board approves the employment or supervisory position.

- b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

- a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

- (1) a public official, public employee, or candidate.
- (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
- (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.

- b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.

- c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.

- d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or

election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
 - (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
 - (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.
- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

8. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:
 - (1) The names of the contracting parties.
 - (2) The nature of the interest of the board member in question.
 - (3) The date that the contract was approved.
 - (4) The amount of the contract.
 - (5) The basic terms of the contract.
- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

- c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;

- 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

- c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 [calendar](#) days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president [or his or her designee](#) shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president [or designee](#) will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 [calendar](#) days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent

without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2007
Reimbursement and Miscellaneous Expenditures

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.
2. This board hereby gives prior approval for board members to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging as permitted by law.
 - a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in the first paragraph and may authorize the payment of such registration costs, tuition costs, fees, charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate and as permitted by law.
 - b. Expenses for attendance at any of the above activities shall be paid by the school district as allowed by law. The Board shall pay or reimburse attendees for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that such reimbursement is permitted by law.
 - c. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers during or

immediately following their participation in any activity approved by the board.

- d. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00.
- e. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$50.00.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include, but are not necessarily limited to, the Sheridan County Journal Star or the Omaha World-Herald. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2009
Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

The board is not required to allow citizens to speak at each meeting, but it will provide the opportunity for public participation at least four times per year. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board may require members of the public desiring to address the board to identify themselves.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2010
Preparation for Board Meetings

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2011
Membership in Organizations

The board may hold membership in organizations approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2012 Board Code of Ethics

The board recognizes that collectively and individually, all members of the board must adhere to an accepted code of ethics in order to improve public education. Board members must conduct themselves professionally and in a manner fitting of their position.

Each board member shall:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and his or her independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all board members, and seek systematic communication between the board and students, staff and all elements of the community;
5. Work with other board members to establish effective board policies and to delegate authority to the superintendent to administer the school district;
6. Communicate expressions of public reaction to the board policies and school program to other board members and the superintendent;
7. Learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the state and national school board associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest, and refrain from using the board member's position on the board for personal or political gain;

10. Refrain from discussing the confidential business of the board in any setting except a board meeting;
11. Refrain from micro-managing the affairs of the school district;
12. Recognize the superintendent as the executive officer of the board;
13. Work constructively and collegially with the other members of the board, students, staff and patrons.
14. Refer complaints to the superintendent or building principal, as appropriate;
15. Always be mindful of his/her fiduciary obligation to the school district, including duties of loyalty and care, by placing the interests of the district above the board member's personal interests.
16. Remember that a board member's first and greatest concern must be the educational welfare of the students attending this district's schools.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2013 Violation of Board Ethics

The board of education is responsible for enforcing the code of ethics of its members. If any member of the board commits a serious or repeated violation of the code, the board may take any of the following steps:

1. The board president may confer with the board member who has violated the code of ethics in order to:
 - a. Identify the provision of the code that the member has violated;
 - b. Propose how the member can remedy the violation;
 - c. If the board member who violated the code is the board president, the vice president is empowered to confer with the president about the violation.
2. The board may discuss the violation as an agenda item at a meeting to confront the offending board member. However, the board will not enter closed session to hold the discussion of the ethics violation unless the Open Meetings Act authorizes a closed session.
3. The board may vote to publicly censure any board member who commits a serious or repeated violation of the code. The board will pass a censure motion to inform the community that an individual member of the board is not fulfilling the responsibilities for which he or she was elected.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2014
Relationship with District Legal Counsel

The board will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's legal counsel on behalf of the district. The superintendent may give other members of the administration permission to contact the district's legal counsel on an as-needed basis. Individual board members other than the president may not contact the district's legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the district's legal counsel without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the district's legal counsel is involved.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2015 STUDENT MEMBER OF SCHOOL BOARD

In order to provide the School Board with a greater insight into student activities, programs, and needs; and to encourage student involvement in school district governance activities the board may allow one nonvoting student member(s) on the Board of Education. The role of student member is advisory. The board shall decide whether to have a student member at its regular May board meeting or at such other meeting determined by the board.

Selection and Term of Student Member

The student member shall be the student body or student council president, the senior class representative, or a representative elected from and by the entire student body, as designated by the voting members of the School Board.

The term of office will be one school year, beginning on September 1 and ending on June 1.

Student members will not participate in executive or closed sessions.

Guidelines

Student members may not introduce motions.

Student members are expected to attend all public meetings of the Board and can be appointed to committees of the Board at the discretion of the president.

The president of the board, in consultation with the Superintendent of Schools, has the right to bar the participation of a student member at the board's discretion. The decision of the board president is final and is not subject to review.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2016
Participation in Insurance Program by Board Members

Members of board of education may participate in the school district's health and life insurance plans which are provided to school district employees. A board member electing to participate in the insurance program of the school district shall pay both the employee and the employer portions of the premiums to the district in advance of any payments being due from the district to the insurance carrier.

Every three months, the board will place on its agenda a report identifying the board members who have elected to purchase insurance coverage through the district. This report will shall be made available in the school district office for review by the public upon request.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2017 Indemnification and Liability Insurance

In addition to circumstances where it is obligated to provide indemnity or procure insurance, the school board has broad authority to purchase insurance or otherwise indemnify school board members, officers, employees, or agents of the school district. The school board will purchase liability insurance and provide indemnification at its discretion and review its current coverages and indemnification obligations when it deems appropriate.

In the event the school district's current insurance, indemnification agreements, contract obligations, or other promises to indemnify do not cover a situation which the school board can agree to cover, the school board may authorize indemnification. The school board may elect to indemnify any board member, officer, agent, or employee if he or she is a party or is threatened to be made a party in any pending or completed suit, proceeding, or any other action, whether criminal, civil, administrative, or investigative, if the individual is involved because of current or past service on the board, employment, or agency relationship with the school district. However, the indemnification and defense will only be considered if such person acted in good faith and in a manner he or she reasonably believed to be in the best interests or not opposed to the best interests of the school district, including in a criminal proceeding if he or she had no reasonable cause to believe the conduct was unlawful.

In circumstances involving employees, the board delegates to the Superintendent the authority to provide the indemnification to the extent the Superintendent is authorized to procure legal services, as long as the indemnification is otherwise consistent with the authority granted under the law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3001 Budget and Property Tax Request

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

BUDGET PROCEDURES

Proposed Budget. The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

Budget Hearing Notice. Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. The notice shall include the following statement:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [Insert Internet address for the web site established pursuant to Laws 2021, LB528, section 5].

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

Budget Hearing. The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount

of time.

Budget Hearing Documents. The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

Budget Adoption. After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

Certification and Filing. The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

Purchase Authorization. Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

Monthly Report. At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS EQUAL TO OR LOWER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

Property Tax Request Hearing Notice. The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be

necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

Increase in Total Property Taxes Levied. If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization.

Decrease or No Change in Total Property Taxes Levied. If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1601.02(4).

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS GREATER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a public hearing called for the purpose of passing a property tax request resolution. If another political subdivision within the county also seeks to exceed the allowable growth percentage, the hearing will be a joint hearing. In the event of a joint hearing, each political subdivision must designate one representative to attend the joint public hearing on behalf of the political subdivision. If a political subdivision includes area in more than one county, the political subdivision shall be deemed to be within the county in which the political subdivision's principal headquarters are located. The hearing agenda will only include discussion on each political subdivision's intent to increase its property

tax request by more than the allowable growth percentage.

The hearing must be held after 6 p.m. on or after September 17th and before September 28th and before the district files its adopted budget statement. Any member of the public must be allowed a reasonable amount of time to speak at the hearing.

At the joint public hearing, the representative of each political subdivision must give a brief presentation on the political subdivision's intent to increase its property tax request by more than the allowable growth percentage and the effect of such request on the political subdivision's budget. The presentation must include, at a minimum, all information and statements required by law.

Property Tax Request Hearing Notice. Notice of the joint public hearing must be provided by:

- The County Assessor sending a postcard with all required information to all affected property taxpayers. The postcard shall be sent to the name and address to which the property tax statement is mailed;
- Posting notice of the hearing with all required information on the home page of the relevant county's web site, except that this requirement shall only apply if the county has a population of more than twenty-five thousand inhabitants; ***and***
- Publishing notice of the hearing with all required information in a legal newspaper in or of general circulation in the relevant county.

Provide Information to County Clerk. Each political subdivision that participates in the joint public hearing shall provide the following information to the county clerk by September 5th: the date, time, and location for the joint public hearing; a listing of and telephone number for each political subdivision that will be participating in the joint public hearing; and the amount of each participating political subdivision's property tax request.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request, including any increase in excess of the allowable growth percentage shall include, but not be limited to, the information required by law.

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3002 Deposits

The board of education shall designate the depository or depositories for all school funds. All funds received by the district shall be deposited promptly in the proper account of each such depository. All funds shall be insured by the Federal Deposit Insurance Corporation or a surety bond approved by the board on securities of the United States government pledged by joint custody receipt.

Funds collected by district representatives shall be receipted, accounted for, and directed without delay to the proper depository. Funds exceeding \$25 shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$118,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A.** A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B.** A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C.** A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons

supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on

the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the

lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

- D.** The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A.** Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B.** Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment

quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and § 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004
General Purchasing and Procurement

I. Applicability of this policy.

Purchases made with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases made by the school district other than construction, remodeling, repair and site improvements.

II. General Purchasing Policy

- A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.
- B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
- C. The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.
- D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

III. Building-Specific Purchasing

- A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.
- B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.
- C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.
- D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. Purchasing Procedures

- A. School personnel must secure the approval of an authorized administrator before making any purchases.
- B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than [REDACTED] prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.
- C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.
- D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

- E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.
- F. For purchases of more than \$10,000, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

- A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- B. No purchase shall be made that violates any conflict of interest policy or law.
- C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.
- D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from

only one source and may be used only when one or more of the following circumstances apply:

- 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

- 1.** Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
- 2.** Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or

other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
- a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

V. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

VI. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records

regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3005
School Activities Fund

The superintendent of schools shall establish an activities fund account to be used to finance the operations of student organizations, inter-school athletics, and other school activities that are not a part of any other fund. The school activities fund is a school district account. All transactions related to the activities fund shall be conducted through an account at a board-approved depository.

The superintendent shall manage the activities fund and serve as its treasurer. The superintendent may divide the activities fund into more than one account to allocate portions of the fund for different purposes.

Funds in an activity's account after the activity ceases to exist shall be transferred to the general fund or such other fund as the board may choose. Funds left in a graduating class's account may be transferred into any other school account at any time after graduation upon board approval.

As school activities are a responsibility of the school district, any deficit in the activity fund shall be paid from the general fund.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3008
Gifts, Grants and Bequests

The school district encourages those who wish to make gifts, grants, bequests or devises of property, real or personal, to the school district to make such donations through the district's foundation. The superintendent or his or her designee is authorized to accept on behalf of the school district gifts of personal property that are consistent with the district's mission and objectives and which the superintendent reasonably believes has a fair market value of \$_____ or less. In its sole discretion, the board of education may accept all other donations when they are consistent with the district's mission and objectives. Upon acceptance, donations shall become the sole property of the district. The donation will be under the complete control of the board or school district which will not have any obligation to replace it if it is destroyed or becomes obsolete.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3009 Audit

The board of education shall appoint a certified public accountant or public accounting firm to audit all school accounts annually and report to the board of education. The audit shall include all areas required by law and the rules of the Nebraska Department of Education. The auditor is not obligated to follow generally accepted accounting principles (GAAP) but shall conduct the audit according to the standards of the auditing profession.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3011 Transportation

The school district will provide free transportation, partially provide free transportation, or pay an allowance for transportation in lieu of free transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement. Parents seeking mileage reimbursement must submit requests to the district on forms which may be obtained from the office of the Superintendent of Schools.

When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the Superintendent of Schools as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.

Students who are homeless will be provided with transportation pursuant to Board Policy 5014.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3012

School Meal Program and Meal Charges

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy. The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

The district qualifies for the CEP program, where each child may receive one free breakfast and one free lunch daily. A la carte or extra items, are not part of the CEP program and may be purchased at the cost per item set annually by the district. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. If they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student.

Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3013
Emergency Closings

School shall be held on the dates set forth on the official calendar, and shall not be closed or dismissed except when superintendent or his or her designee determines that it is impossible or impracticable to hold school. When school is closed there will be no school-sponsored activities held without the permission of the superintendent or building administrator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3014

Use of School Property

1. Use of Specific Facilities by Application and Agreement
 - a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: weight room, track, and weight room. The district understands that it would not be feasible to require a patron to apply to use facilities like the weight room on every occurrence. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
 - b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
 - c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.
2. General Facilities Use Guidelines
 - a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
 - b. School facilities may not be used for personal profit and other commercial purposes. The district opens its facilities to district patrons for the benefit of the public, not commercial uses. Due to the complications created by groups or individuals using district facilities for commercial purposes, these uses are prohibited. Booster clubs and other organizations raising money purely for the support of student groups, as defined below, and not for personal profit are not considered commercial uses but must comply with the district's policies which apply to these groups.
 - c. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.

- d. Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.
- e. The rental fees for school facilities shall be set by the board.
- f. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the district's central office. The application must be received by the superintendent prior to the approval of any facility use.
- g. The shop and weight room may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent. Use of the shop and weight room in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
- h. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.

- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

4. Use of School Property by Student Groups

a. Curriculum-related and Extracurricular student groups

- i.) Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
- ii.) The district shall bear any costs associated with use by these groups (*e.g.*, the fee paid to a cook or a custodian required to be in attendance).
- iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.

b. Non-curriculum related student groups

- i. Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.
 - (1) Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
 - (2) These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
- ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.

- iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent.
- iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
 - (1) The facility use will occur during non-instructional time.
 - (2) The district has facilities available to accommodate the group.
 - (3) The use is voluntary and for the general benefit of the student participants.
 - (4) The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

5. Use of facilities by non-student groups

- a. The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.
- b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
 - i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
 - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.

- iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.
- c. Denial of access
 - i. The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent deems to be using the facilities inappropriately and contrary to the district's mission.
 - ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The superintendent may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
 - iii. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
- 6. Students, staff, and community members may use or lease school equipment for non-school use only if they have received the prior permission of the superintendent.
- 7. Proof of Insurance
 - a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.

- b. The district may require the non-curriculum related or non-student group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.

8. No Fees for Admission

- a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.
- b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.
- c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3015
Time Away From School Activities

As it is important for students to have some nights free from school activities, school activities will not be scheduled on Wednesday nights or on Sundays without the approval of the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3016
Use of Tobacco Products

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3017 Press Releases

Only individuals who have prior administrative approval may issue press releases regarding school-related activities and events. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3018
Denying Access to School Premises or Activities

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the "administrator") may limit or deny access to school buildings, grounds, and activities to any person who:

1. Disrupts the educational environment;
2. Repeatedly fails or refuses to comply with the visitor protocol adopted by each building;
3. Is unreasonably boisterous;
4. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
5. Causes or attempts to cause damage to school property or to the property of any student or school employee;
6. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
7. Uses vulgar, profane, or demeaning language; or
8. Uses fighting words;
9. Poses a danger to the safety and well being of students.

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3019
Sale or Disposal of School Property

In selling school property, whether real or personal, the board of education shall be mindful of its financial obligation to the taxpayers of the school district. The board may sell school property in the manner it deems most appropriate for the particular property (e.g., by taking bids, by auction, or by selling the property for a specified price). The board shall take action at a regular meeting to approve the sale or disposal of property by the statutorily required two-thirds vote of the members before selling or disposing of it.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3020

Copyright Compliance

Restrictions on Use and Permission. Copyrighted works such as print, audio, video, software, applications, and other documents or media ("works") may be reproduced or used for educational purposes only when the use of the reproduction is a fair use in compliance with state and federal copyright law or when the written permission or license for such use has been obtained from the copyright holder. A staff member who wishes to use any non-original work must obtain the prior written permission of the building principal. Unless the district has obtained a license for use of a work for its intended educational purpose, no principal shall grant permission for a requested use of a copyrighted work unless the principal has reasonable grounds to believe that it is a fair use under applicable copyright law. Only works requested to be used in the course and scope of employment with the district will be permitted.

Distribution of Copyright Compliance Materials. The district will make information available to staff and students which describes and promotes compliance with copyright laws.

Course Materials Subject to Copyright Protection. The purpose of this provision is to provide notice to all staff, students, and parents that course materials may be subject to copyright protection. No class materials may be used or copied for use outside of the class session or sessions in which the materials are used for educational purposes unless authorized or required by law. No student or staff member may take audio or video recording of any class in which copyrighted materials are used unless authorized or required by law or an applicable educational plan provided under state and federal disability laws. Any such recordings will be kept only long as required to fulfill the purpose of the recording, such as for evaluative purposes, or the applicable retention period required by law.

Copies for Individuals with Disabilities. This policy does not restrict district staff members from reproducing or distributing copies of copyrighted works in a specialized format for use by individuals with disabilities to gain access to the work.

Removal of Unauthorized Copyrighted Works. Upon obtaining knowledge or awareness of an unauthorized use of copyrighted works, the district will take reasonable steps to remove, deny access to, and stop use of any unauthorized copyrighted work stored in the district's

paper or digital files or programs. This includes but is not limited to administrators accessing staff files and equipment for the purpose of physically removing curricular materials or directing staff members to cease using the materials immediately when there has been no license granted or fair use determination made. The superintendent or superintendent's designee may limit or deny access to district materials and programs to students or staff members who engage in violations of this policy or copyright law. The district may require the student or staff member to obtain training on copyright protections and limitations in order to regain access to any such materials or programs.

Violations by Students and Staff. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, nonrenewal, or termination of the employee's employment. Any student who violates this policy may face disciplinary action up to and including expulsion. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3021
Operation of School Business Office

The central office of the school district shall generally be open for business from 8:00 a.m. to 4:00 p.m. every weekday except for New Years Eve Day, New Year's Day, Good Friday, Easter Monday, Memorial Day x 2, the Fourth of July x 2 , Labor Day, Thanksgiving, the Friday after Thanksgiving and Christmas Eve Day, Christmas Day. The office shall generally be open, even on days when school is cancelled due to inclement weather. The Superintendent shall be responsible for ensuring that the central office is appropriately staffed when the district is open for business and shall be responsible for supervising all staff employed in the central office.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3022 Volunteers

Volunteers provide valuable assistance to school district staff and enrich the education program. Community members are encouraged to volunteer their services to the district under the conditions set forth below.

1. Volunteers must provide the district with directory information including their name, address, and telephone number.
2. Upon request by the district, volunteers must promptly execute a Volunteer Services Agreement.
3. The district may, but is not required to, conduct a criminal background check on any volunteer. A potential volunteer who refuses to undergo a background check will not be permitted to volunteer for the district.
4. Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.
5. Volunteers do not have any property right in or to a volunteer assignment. The school district may deny or terminate a volunteer assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3024

Booster Clubs and Parent-Teacher Organizations

Parent-teacher organizations and booster clubs (collectively, "Supporting Entities") promote goodwill throughout the community and strengthen educational programs via parental and community involvement in the district. However, the district's involvement with Supporting Entities may result in negative legal and political consequences.

Supporting Entities are separate entities from the district and board. Therefore, district employees may only participate in a Supporting Entity's activities as a member, officer, or director of the Supporting Entity. District employees may not participate in Supporting Entities in their capacity as a district employee. Further, in-school announcements for Supporting Entity sponsored functions must provide a clear indication that the function is sponsored by the Supporting Entity.

Notwithstanding anything herein to the contrary, an administrator employed by the district may attend the meetings of the Supporting Entity. An administrator who attends Supporting Entity meetings must strongly **recommend** that the Supporting Entity adopt the following policies:

- (a) The Supporting Entity should legally establish itself as a Nebraska Nonprofit Organization.
- (b) The Supporting Entity should require that
 - i. all checks written out of the Supporting Entity's checking account contain two signatures;
 - ii. sales slips, receipts, or invoices for every expenditure be provided to the Supporting Entity's treasurer and kept in the Supporting Entity's records; and
 - iii. bank statements be reviewed and approved by the Supporting Entity treasurer and reconciled by a Supporting Entity officer that does not have check-signing authority.

Supporting Entities may only use the district's facilities for meetings or public activities, and may only use the district's names, logos, or mascots, upon prior written approval of a district administrator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3025

Returned and Outstanding Checks

Returned Checks. Any individual or entity that writes a check to the school district which is returned due to insufficient funds must reimburse the school district in cash for the amount of the check plus an up to \$30.00 returned check charge. Individuals or entities whose checks are repeatedly returned due to insufficient funds may be prohibited from paying amounts due to the school district via check.

Outstanding Checks. The superintendent will review outstanding checks issued from the school district's accounts. Outstanding checks are those which have not been deposited by the payee within 180 days of issuance. The board authorizes the superintendent or his or her designee to resolve all matters related to outstanding checks, including stopping payment and reissuing checks.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3026 Handbooks

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. Although the board of education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3027

Resolution of Conflicts Between Parents Over School Issues

It is in students' best educational interests to have parents work cooperatively with each other and with school personnel regarding their children's education. In certain circumstances, parents disagree with each other regarding their children's education or other issues involved with the school district. Though such disagreements typically occur with separated or divorced parents, this regulation is not limited to those circumstances.

1) Obtaining Records and Conferring with Teachers.

All parents can obtain their children's records and meet with their children's teachers regardless of custody or visitation rights unless a court enters an order otherwise or their parental rights have been terminated. The district will not schedule separate parent-teacher conferences absent extraordinary circumstances.

2) Accessing a Child at School/Picking Up a Child.

School personnel will neither interpret nor enforce court orders governing the relations between separated or divorced parents unless the court order terminates the parental rights of a parent, limits a parent to supervised visitation with minor children or otherwise specifically limits the parent's access to the child at school. In all other circumstances, parents may contact their child while at school or pick a child up from school at any time. School staff are not responsible for enforcing visitation schedules contained in any court order to which the school district is not a party.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3028

Sex Offenders

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers.

The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. The school district may notify staff members, parents, and students of any registered sex offenders residing in the school district. Such notice shall contain information about the availability of further information on the State Patrol's web page, and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to NEB. REV. STAT. §§ 29-4006 and 29-4009 will be disclosed in the aforementioned notification.

The board does not generally permit registered sex offenders on school grounds, at any school sponsored activity, or on any property under the control of the school district. The superintendent or his/her designee is hereby empowered to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis.

Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3029
Distribution of Flyers Advertising Non-School Organization
Activities

As students can derive social and educational benefits from activities sponsored by non-school organizations, groups or individuals, the district will distribute flyers advertising activities of non-school organizations that meet the requirements set forth below:

1. The flyer may not contain statements that are obscene, lewd, vulgar, profane; violate federal, state or local laws or regulations; violate board policy; advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs; incite violence; advocate use of force or urge violation of federal, state or municipal law, district policy or regulations; interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.
2. The non-school organization must contact the district office to (a) inform the district that it wishes to have flyers distributed to students and (b) obtain a date from the office on which the flyers will be delivered.
3. The non-school organization must provide a sufficient number of copies of the flyer and must deliver them to the district at least three days before the date the flyers are to be distributed.
4. The flyer may not advertise any activity which will take place during instructional time or during school-sponsored activities.
5. The flyer must include a statement explaining that the organization is not affiliated with or endorsed by the district.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3031

Students Electing to Attend School in Adjoining State

The board shall deny applications of students seeking to attend school in an adjoining state. The board shall make an exceptions to this policy only upon a showing by the student's family that (1) the student will suffer extreme and unusual harm if not allowed to attend school in an adjoining state; or (2) the district's financial circumstances will be unaffected by the out-of-state transfer.

This policy shall not apply to out-of-state placements of students with verified disabilities by their Individualized Education Plan Teams.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3032

Copying Fees for School District Records

Requests for copies of school district records shall be subject to applicable copying fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

Student Records. Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: No charge for the first copy; \$.20 cents for each copied page thereafter.
- Computer data printouts: No charge for the first page; \$.20cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

Student Records – Transfer School. A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

Public Records. Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

- For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional payment obligation for the time of contractors necessarily incurred to comply with the copy request.

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- The actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first four hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first four hours.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: \$.25 cents for each copied page. Color copies letter-sized. \$.30 for each copied page.
- Computer data printouts: \$.25 cents for each page.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Deposit. The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

Waiver. Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3033

Lending Textbooks to Children Enrolled in Private Schools

The school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.

The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15th prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15th, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of school when and where the textbooks will be available. It shall make

textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3035

Chain of Command – District Administration

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. Following is the administrative chain of command working from the lowest level on the chain upward.

Student Discipline:	1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent
Instruction or Curriculum:	1. Teacher 2. Principal/Curriculum Director 3. Superintendent
Transportation:	1. Bus Driver 2. Principal/Assistant Principal 3. Superintendent
Facilities, Grounds, or Maintenance:	1. Custodial staff 2. Head custodian 3. Principal 4. Superintendent
Policy or Handbook:	1. Principal 2. Superintendent
Athletics:	1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent
Personnel:	1. Employee in question 2. Principal 3. Superintendent
All Other Matters	1. Building Principal 2. Superintendent

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This

policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at www.grmustangs.org

Adopted on: _____

Revised on: _____

Reviewed on: _____

3036

Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board shall determine the type of purchasing card or cards to be used in the program and shall contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and classroom materials, maintenance, technology and other supplies necessary for the day-to-day operation of the district. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Superintendent of Schools, Business Manager, other positions as determined necessary by the Superintendent. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees seeking reimbursement for a purchasing card purchase shall submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and accounts payable shall conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3037

Petty Cash

The elementary school, middle school, high school, and school district office each shall have a petty cash fund for the purchase of materials, supplies, services, or other school related goods and services in circumstances requiring immediate payment.

Fund Custodians. The amount of each fund will not exceed \$50. The individuals holding the following employment positions shall be the custodians of each petty cash fund and shall administer and be responsible for them:

Elementary School:	Administrative Assistant to the Principal
Middle School:	Administrative Assistant to the Principal
High School:	Administrative Assistant to the Principal
District Office:	Administrative Assistant to the Principal

Petty fund disbursements may only be made with the authorization of the petty cash fund custodian or the superintendent.

Documentation. All petty cash fund disbursements are to be supported by an itemized receipt or other sufficient evidence that documents the expenditure. The itemized receipt or supporting documentation shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district. Expenses will be assigned to the proper budget account.

Unauthorized Purchases. In no event shall the petty cash fund be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Purchase Review Procedures. The superintendent, or his or her designee, and the school district treasurer shall conduct independent reviews of petty cash fund expenditures on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her

designee shall provide the board at each regular meeting with petty cash fund documentation that includes a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided by board policy or as otherwise allowed by law.

Reconciliation and Closeout. Each petty cash fund will be reconciled by the school district treasurer and closed out at the end of the fiscal year (June 30th). The petty cash fund will be reestablished by the board of education at its July meeting or at such other meeting as determined by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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. 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: _____

Revised on: _____

Reviewed on: _____

3040

School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

Memorials and Funerals Policy

The loss of a loved one is always very difficult and the desire to remember that loved one is significant. The staff and administration of

Gordon-Rushville Public Schools will adhere to the following guidelines when memorializing deceased students and staff.

Guidelines

During the School Day

1. The school will not be routinely dismissed for funerals; exceptions will be made for enrolled students or staff member's funerals. The administration will have the sole discretion to determine whether or not to dismiss school and which grades will be dismissed to facilitate funeral attendance.
2. Students will be required to have permission from his/her parent/guardian to attend funerals if school is not dismissed for the funeral.
3. Parents need to provide for the transportation needs of their students to and from the funeral as well as the emotional support necessary before, during, and after the service. It is for those reasons that Gordon-Rushville Public Schools will not transport students to and from funerals.
4. Using school grounds or facilities for funerals of students or staff will be discouraged.
 - a. In the event that the school is the only facility in the community that is determined to be large enough to accommodate a funeral service the following conditions will be applied.
 1. A facility usage agreement will be issued between the school district and the funeral home in charge of arrangements. The usage agreement will include labor and/or other costs incurred by the school district directly associated with the funeral service being held in a school building. These costs will be reimbursed to the district by the funeral home.
 2. If at all possible funeral services will be scheduled on weekends or other times which are the least disruptive to the school day or school activities.

Current Students and Staff

5. Memorials will be allowed for those students who are or were enrolled in Gordon-Rushville Public Schools or for staff who are or were serving the district at the time of their death.
6. All visible memorials will be of the same design. The design of the memorial will be a wood and or brass plaque measuring no larger than 12" x 15". The top of the plaque will be inscribed with the words, "In

Memory Of" with the deceased's name appearing below. The plaque will have no pictures or other ornations. The plaque will be offered to the parents, spouse, or relatives of the deceased with it is removed from the wall. If no one wants the plaque it will be disposed of.

7. In the unfortunate case that a death is the result of a suicide, only memorials which support mental health education and services will be accepted.

Permissible Memorials

8. Any memorial must be of the form and content so as to memorialize the deceased student or staff member without disrupting the operation of the District.
9. Items that in the Board and Superintendent's discretion, improve the school campus (such as benches, sidewalks, playground equipment and the like) may be accepted.
10. No memorials will be acceptable that infringe on the separation of church and state.

Money Donation

11. Anyone donating money to the school on behalf of the deceased may make suggestions on how the money is to be used, but the final determination of how the funds will be used will be made by the Superintendent with approval by the Gordon-Rushville Board of Education. Once money is donated, the donor may not receive a refund of any amount.
12. If at the time of death a student is enrolled in grades 9-12 at Gordon-Rushville High School the class of the student may choose to honor the deceased at their class's graduation ceremony, provided that the method of memorializing the student will not cause a disruption at the graduation ceremony, will not detract from the celebration of graduation and graduates and has been approved by the deceased's family, the senior class sponsors, and the principal.
13. No scholarships or awards in the deceased's name will be arranged directly by the school. Memorials may be made through the Gordon-Rushville Public Schools Foundation and include the following:
 - a. Monetary funds designated for scholarship(s).
 - b. Monetary funds designated for library books, digital media, supplies and equipment, with the approval of the school principal or department leader. Items purchased

through these funds will become part of the Gordon-Rushville Public Schools and their maintenance and potential removal will be governed by the District.

c. Monetary funds may be designated to a particular activity or department. Providing these funds does not result in an agreement to "name" the activity or department in that person's honor.

d. Monetary funds designated for plantings on school grounds, such as trees, shrubs, perennials and garden elements. The type and placement of these requires the additional approval of the Facilities and Maintenance Department. Items purchased through these funds will become part of the Gordon-Rushville Public Schools and their maintenance and potential removal will be governed by the District.

15. Scholarships or awards in the deceased's name that are established by outside organizations or individuals will be allowed by approval of the Superintendent.

16. Publications in the school's newspaper, yearbook, or webpage that memorialize the deceased must be approved by the Superintendent and by the parent(s) of the deceased. Only students who are currently enrolled in grades 9-12 at the time of his/her death will be memorialized in the yearbook.

17. The Board of Education recognizes the guidelines listed above are not an all encompassing list and respectfully reserve the right to exercise its best judgment for those instances not covered by the guidelines appearing above.

18. Any memorial display in existence at the time these regulations are initially adopted, whether in compliance with these guidelines or not, will be removed when four years have elapsed since the death of the individual and offered to the parents or guardians or family, if possible.

19. Parents or guardians or family members of deceased students and employees are encouraged to inform the school or department responsible for the location of the memorial display of any change of address so the memorial displays may be returned to them, if possible.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Information technology staff
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external consultants utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational,

psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3041

Crisis Team Duties

The crisis team is responsible for planning for the safety and security of the school, staff, and students. The teams will respond to and manage any safety or security incident that occurs in the school setting or which has the potential to disrupt the orderly operation of the school system.

1. Membership on and Chair of Team

The superintendent will appoint members to serve on the crisis team.

If the superintendent does not serve on the crisis team personally, he/she shall appoint an individual to serve as the chair of the crisis team. The chair of the crisis team shall have the responsibility of scheduling crisis team meetings, documenting crisis team actions and reporting to the board at least annually on the district's All-Hazard School Safety Plan and other activities of the crisis team.

2. Meetings of the Crisis Team

The crisis team will meet at least twice annually with representatives from local law enforcement and local fire and rescue personnel. At these meetings, the team will coordinate with local agencies to prepare for and communicate about a variety of real world scenarios.

The crisis team will meet at such additional times as necessary to fulfill the duties given to it pursuant to this policy.

3. School Self-Assessment

The crisis team shall conduct the self-assessment created by the Nebraska Department of Education as part of its School Safety and Security Standards. This assessment shall be conducted for each school building. The team shall report the results of this self-assessment to the superintendent and to the board of education.

Either the superintendent or the chair of the safety committee will also report the results of the self-assessment to the Nebraska Department of Education.

4. All-Hazard School Safety Plan

The crisis team will create an All-Hazard School Safety Plan. The plan must be customized to the needs of each of the school district's buildings. The plan must include all of the components required by the School Safety and Security Standards adopted by the Nebraska Department of Education, and shall meet at least the minimum indicators set by those Standards.

The crisis team shall share a copy of the district's All-Hazard School Safety Plan with local authorities and first responders.

The chair of the crisis team shall provide a copy of the district's All-Hazard School Safety Plan to the NDE Security Assessor at least one-week prior to the assessor's scheduled visit to the district.

5. Standard Response Protocol (SRP)

Crisis team shall be knowledgeable about the Standard Response Protocol promoted by the "I love u guys" Foundation.

The crisis team will coordinate with members of the administrative team to arrange for all students, employees and other individuals who routinely use the district's facilities to receive SRP training and guidance.

The crisis team will assess the need for SRP to be implemented at off campus locations where students may be present for school activities.

The crisis team will confer with individuals knowledgeable about students, staff or patrons who may have special needs in order for those individuals to be able to understand and implement the SRP.

6. Consultation With Building Principals

The crisis team shall confer with the principal of each building within the district to ensure that visible signage is present in each building which meets the needs of local emergency responders

The crisis team will review the utility of non-required drills in light of the needs and unique circumstances present within each building within the district. Non-required drills recommended by NDE include lock-down, lock out, evacuation, shelter and reunification process. The crisis team will consult with building principals to review both required and non-required drills.

7. Consultation with Threat Assessment Team

The crisis team will consult with members of the threat assessment team to determine if the district's All-Hazard School Safety Plan has been appropriately implemented and if it should be modified or updated.

8. Review of Training

The crisis team shall review the training which the school system provides for specified employees in required areas to comply with local, state, and federal regulations.

The crisis team shall also review any non-required training which could be provided to appropriate staff to increase the safety and security of the school district and its students, staff and patrons. If the team believes such non-required training would be beneficial, it shall recommend to the superintendent that the training be provided to the identified staff member at district expense.

9. Communication with School Community and Stakeholders

The crisis team will work continuously to improve communication with the school community and relevant stakeholders. This communication shall include, but not be limited to, the communication strategies and protocols identified in the district's All-Hazard School Safety Plan.

10. Communication with the Board of Education

The crisis team will report to the board at least annually on its activities. This report may be included as part of the superintendent's report at a regular board meeting.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3044

Incidental or De Minimis Use of Public Resources

The board prohibits its members and employees from using public resources for personal or political purposes as prohibited in the Nebraska Political Accountability and Disclosure Act ("Act"). However, the board recognizes that incidental or de minimis uses of public resources are sometimes necessary and within reason. The purpose of this policy is to comply with the Act and to authorize certain uses of public resources as permitted by the Act.

The following uses of public resources are permitted as incidental or de minimis:

- Limited communications with family members or other non-district employees for personal purposes, such as e-mails or text messages with a spouse using district hardware, software, internet, accounts, or other public resources so long as this communication does not distract from or interfere with employees performing their official duties, with interference determined in the sole and unfettered discretion of an employee's supervising administrator;
- Traveling to or from the person's home when the primary purpose serves the interests of the district. If an employee is unsure whether the primary purpose serves the interests of the district, the employee should obtain the approval of his or her supervising administrator, who is authorized to make that determination under this policy;
- Making a limited number of copies of personal documents when the person cannot make alternative arrangements;
- Using personal social media accounts or accessing appropriate websites which are consistent with the district's digital citizenship curriculum while off duty;
- Using district-owned computer programs, such as Word, Excel, Adobe, and others for personal purposes while off duty;
- Any other uses contained in the collective bargaining agreement or individual contract of the employee;
- Other uses by employees authorized by the superintendent or superintendent's designee. The board intends to allow the superintendent to authorize such uses on a case-by-case basis to the maximum extent permitted by the Act; and
- Other uses by the superintendent or board members authorized by the board president. The board intends to allow the board president to authorize such uses on a case-by-case basis to the maximum extent permitted by the Act

All uses pursuant to this policy must be (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. It is the responsibility of each board member or employee to account for their own tax liability, and the district will not indemnify or account for any personal use of public resources by the board member or employee.

All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3045 Use of Sniffer Dogs

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer

dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.

8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

NOTICE TO STUDENTS AND STAFF

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Adopted on: _____
Revised on: _____
Reviewed 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: _____

Reviewed on: _____

3047 Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
3. Staff members with access to district devices,
4. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.
2. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that

personal information has been or will be used for an unauthorized purpose.

3. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3048

Communicable Disease

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases.

Communicable Diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

School Attendance and Participation in School Sponsored Activities. A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any.

Infection and Exposure Control Procedures/Universal Precautions. The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources.

The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but it's not limited to, the emergency exclusion or alternative placement of students or the closure of a school building or the entire school district.

Confidentiality. The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's

communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Reporting. School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1

Adopted on: _____

Revised on: _____

Reviewed on: _____

3049

Drones and Unmanned Aircraft

Drones, Unmanned Aircraft Systems, and any other such vehicles ("drones"), which are not operated for purposes of district programs or activities, may not be operated on or above district property without the prior written permission of the superintendent or designee. Any authorized use of drones must comply with all state and federal regulations governing the operation of drones, including FAA regulations.

Drones owned by the district or operated on or above district property with permission must be operated:

1. In compliance with this policy and all other district policies;
2. Only outside the school building(s) in the area authorized or designated by the superintendent or designee;
3. Under the direct supervision of an individual fully trained and skilled in the system's operation;
4. By an individual with the requisite skill and training to safely operate the drone; and
5. Consistent with any other limitations imposed by the superintendent or designee.

Any monitoring or recording of picture, video, or audio by a drone must have the prior written permission of the superintendent or designee and comply with all board policies governing recordings, data, and records.

Any unauthorized use of a drone is strictly prohibited. Devices used in a manner that does not comply with this policy or applicable state and federal law may be confiscated and the operator may be subject to discipline, civil liability, or criminal liability.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3050 Technology in the Classroom

I. In General

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

II. Devices

A. Non-district issued electronic devices may be used in the classroom, under supervision of a staff member. Teachers who wish to bring a device into the classroom on a regular or permanent basis, should inform the principal before deploying the device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be used in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
2. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that uses "listen-in" functionality must have that function disabled while the student using the device is in a district classroom. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.
3. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use. The district may at any time direct that a teacher discontinue use of a given device.

- B. Any classroom recordings made by a staff member will be made pursuant to district policy.

III. Applications

- A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

- B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

- C. Staff-Selected Applications.

1. Staff are permitted to select applications for use in the classroom.
2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3051

Opioid Overdose Prevention and Response

The district will maintain an opioid antagonist in its schools, specifically naloxone, otherwise known by its brand name Narcan. Pursuant to Nebraska law and the Naloxone Standing Order issued by the Nebraska DHHS, Division of Public Health, the board will permit school nurses, trained school staff, or other individuals qualified by law to administer naloxone to any person at school or a school event displaying symptoms of an opioid overdose.

This policy shall not create a duty on the part of the school district and/or its personnel to administer naloxone. School representatives will not administer naloxone under the following circumstances:

- a. Naloxone is not available during the overdose emergency;
- b. There is no individual available who is qualified to administer naloxone; or
- c. School representatives are uncertain as to whether an opioid overdose is occurring.

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire fighter, licensed medical professional or other authorized individual from administering his/her own supply of naloxone when responding in good faith to a suspected drug overdose occurring on school district property or at a school-sponsored event.

Procurement and Storage. The superintendent, in consultation with the school's nursing staff, will make the necessary arrangements to obtain naloxone. The naloxone will be stored unlocked in the nurses' office(s). The superintendent, in consultation with the school's nursing staff, will reorder naloxone.

Naloxone that is nearing its expiration date will be replaced. The school nurse shall maintain a log of naloxone supplies consistent with the district's practices for logging other medications.

Training. Licensed health care professionals and school resource officers employed on the high school and middle school levels shall all complete an approved naloxone training prior to carrying and/or administering naloxone. Other school staff members may be trained as determined by the administration. Once trained, staff members shall

review the DHHS standing order and applicable naloxone administration protocols as needed.

Recordkeeping and Reporting. Any individual who administers naloxone on behalf of the school district will promptly notify the building principal and superintendent of the facts and circumstances surrounding the drug overdose incident. The administration of naloxone to any student will be documented in his/her cumulative health record. The administration of naloxone to any staff member will be documented in his/her personnel file.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3053

Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3054

Law Enforcement Unit

The board is committed to providing a safe environment conducive to learning for members of the school community. In furtherance of this commitment, the board designates area Nebraska Certified Law Enforcement Agencies or Departments to act as the district's Law Enforcement Unit.

Authority of the Law Enforcement Unit. The law enforcement unit is officially authorized to:

- Enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State, or Federal law against; *and*
- Maintain the physical security and safety of the district

In maintaining the physical security and safety of the district, the law enforcement unit may employ surveillance or other safety or security equipment in compliance with state and federal law. The law enforcement unit is responsible for the maintenance and security of any such equipment.

Records of the Law Enforcement Unit. All records created and maintained by the law enforcement unit for a law enforcement purpose are considered law enforcement unit records. This would include any records produced by surveillance or other safety or security equipment employed by the law enforcement unit to maintain the physical security and safety of the district.

Law enforcement unit records must be maintained by the law enforcement unit until the unit determines the records may be destroyed. The law enforcement unit is responsible for maintaining law enforcement unit records separate and apart from the student records maintained by the district pursuant to the board's policy regarding student records.

Law enforcement unit records may only be disclosed with the authorization of the Superintendent or his/her designee. Only copies of law enforcement unit records may be disclosed, and the original must be retained by the law enforcement unit and will continue to be considered a law enforcement unit record.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3055

School Resource Officers

The school district must have in effect a memorandum of understanding (MOU) with any law enforcement agency or any security agency prior to using the services of a school resource officer (SRO) or security guard. The MOU shall comply with all state law requirements.

Employer. The SRO or security guard are employees of the law enforcement agency or security agency.

Required Training. Each SRO and security guard and at least one administrator in each elementary or secondary school where an SRO or security guard is assigned must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers and security guards, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings.

Prosecution Referral Records. The district must create and maintain records on each student referral for prosecution from an SRO in response to an incident occurring at school, on school grounds, or at a school-sponsored event. The records must allow for analysis of related data and must include the reason for the referral and the federally identified demographic characteristics of each student.

Parent or Guardian Notification. School officials are not required to notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by a school official. School officials will notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by an SRO or security guard operating in conjunction with a school official as provided in the school's separate policy regarding investigations, arrests, and other student contact by law enforcement, Health and Human Services, or other child welfare agencies.

Rights Advisement. School officials will not advise students of any constitutional rights before student questioning or interrogation. The advisement, if any, shall be made by the SRO or security guard as provided by their agencies' policies and procedures.

Referral to Law Enforcement for Prosecution. The school district's student discipline policy is the school policy required by state law that addresses the student conduct or actions that will be referred to law enforcement for prosecution and the type of student conduct or actions that will be resolved as a disciplinary matter by a school official and not referred to law enforcement.

Restraint and Seclusion. The school district's restraint and seclusion policy applies to the use of restraint and seclusion on students by school district employees. SROs and security guards that are not employees of the school district are not governed by the school district's restraint and seclusion policy. Instead, they will be governed by the restraint and seclusion policies, practices, and procedures implemented by their employers.

Filing and Posting the MOU. The superintendent shall provide a copy of any initial MOU entered into under this policy to the Nebraska Department of Education (Department) or post a copy on the school district's website within three months of its adoption. The superintendent shall thereafter file any changes to the MOU with the Department or post it on the school district's website no later than January 1st of each year.

Complaint Process. Any student or parent who wishes to express a concern or file a complaint about an SRO or security guard and the practices of the SRO or security guard must follow the school district's complaint procedure.

Adopted on: _____
Revised on: _____
Reviewed on: _____

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 3 to 7 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 24 hours 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 10 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 10 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: _____

Revised on: _____

Reviewed on: _____

3057
Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006

4. Response to Sexual Harassment

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or

activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

- 5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
 - 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal

resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
 - 5.2.1.1. A copy of this policy.
 - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and

location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
 - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

- 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
- 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or

other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence

prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Exchange of Written Questions. After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. Determination Regarding Responsibility

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

- 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
- 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- 5.7.2.3. Findings of fact supporting the determination;
- 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
- 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- 5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

- 5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. Recordkeeping.

- 5.10.1. The district will maintain for a period of seven years records of:
 - 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.10.1.2. Any appeal and the result therefrom;
 - 5.10.1.3. Any informal resolution and the result therefrom; and
 - 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the

district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. Classes and Extracurricular Activities. The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. Athletics. It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. Separate Teams. Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. Equal opportunity. The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. Certain Different Treatment on the Basis of Sex Permitted. Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed

according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the

district's obligations under this policy shall be deemed to be fulfilled and discharged.

Adopted On: _____

Revised On: _____

Reviewed On: _____

3058

Naming School Facilities and Property

The purpose of this policy is to establish the criteria and procedures for naming and renaming school district facilities or property.

Authority. The board shall have the authority to name all school district facilities or property. The board reserves the right to refuse to name any facility or piece of property and to make name changes at any time.

Definition. "Facilities or property" means any physical structure owned by the school, including any new, existing, or leased building; a wing of a building; any room; or other significant features or portion thereof such as a fountain, monument, plaza, garden, landscaped area, street, running course, running track, playing field, practice field, playing court, practice court, bench, memorial, or stage.

Committee or Administrative Review. Prior to formal naming action by the board, the matter may be referred to the superintendent or a school committee for consideration, review, and recommendation to the board.

Naming Criteria. The district may name facilities or property after the community, subdivision, or street on which the school is located; the geographic location of the school; or any significant landmark. The district may name facilities or property for an individual, family, or entity meeting at least one of the following criteria:

1. A faculty member, staff member, board member, alumni, volunteer, or other community member who has made an outstanding contribution to education, humanity, or community; or have displayed outstanding leadership; or be a person of historical significance; and who has been deceased for at least five years;
2. Financial donors who make a significant financial contribution to the school generally or to a specific school activity or program; and
3. Financial donors who make a significant financial contribution toward the construction of a new facility/property or facility/property renovation.

The district will not grant a naming right without the informed consent of the named party or his/her/its authorized representative.

Due Diligence Review. The board or its designee shall conduct a due diligence review of any proposed facility or property name to consider whether it is and will continue to be a positive and appropriate reflection on the school,

whether the name conforms with the purpose and mission of the school, and whether there are any conflict of interest issues. The board or its designee shall also consult with district legal counsel to ensure that any proposed name complies with applicable policies, laws, and regulations and to determine if any proposed name would have an adverse impact on existing or future tax-exempt bond issues.

Renaming Facilities. Once established, the name of school district facilities or property generally shall not be changed absent compelling reason to do so as determined by the board. Compelling reasons include, but are not limited to, the person or entity or any of its officers, agents, or employees committing any act or doing anything which might tend to bring the person or entity or any of its officers, agents, or employees into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavorably on the district or if the continued use of the name is contrary to the educational mission of the district. The named party may, without refund of any consideration paid or provided, terminate his/her/its acceptance of the naming rights prior to the scheduled termination date upon request to and approval of the board. If the request is granted, the named party shall be solely responsible for all costs of removal of the names.

Current Facilities or Property. Facility and property names that exist at the time this policy is adopted shall remain in effect, subject to future renaming consistent with this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4002

Drug Free Workplace

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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 the Transportation Director 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.

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: _____

Revised on: _____

Reviewed on: _____

4004

Employment of Relatives, Domestic Partners and Significant Others

It is in the school district's best interest to hire the best qualified candidate for employment. However, the district must use sound judgment in hiring and placing employees who are closely related, reside together as domestic partners, or are involved in close relationships for the following reasons: avoiding conflict of interest and the appearance of a conflict of interest; avoiding favoritism and the appearance of favoritism; promoting collegiality among employees; minimizing lost productivity; easing the task of managing employees; avoiding friction and conflict when marriages or relationships break down; and avoiding claims of sexual harassment.

For the purposes of this policy, the term "relative" refers to a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. "Domestic partner" refers to individuals who reside in the same household and are involved in a relationship, who may hold themselves out to the public as marital partners, but who are not legally married. "Significant others" refers to individuals who are dating or engaged to be married but may or may not reside together. This policy applies to all categories of employment including regular, temporary, and part-time classifications.

Generally, an employee's relative, domestic partner, or significant other should not be hired to work in the same department as the employee or in any other position in which the district believes a conflict or the appearance of a conflict may exist. Relatives, domestic partners, and significant others are permitted to work at the district provided one does not report directly to, supervise, or manage the other. The superintendent and/or board may make exceptions to this general rule.

Employees in a supervisory-subordinate relationship or employed in the same department who marry, become domestic partners, or become significant others while employed will be treated in accordance with these guidelines, and one of the employees will be transferred at the earliest practicable time. The transfer will be voluntary when possible. When a voluntary transfer is not possible, the superintendent will make the decision based upon the importance of each job, the needs of the district, and the availability of candidates to fill either position. The district shall endeavor to place the transferred employee in a position which is similar in terms of pay and benefits. The superintendent and/or board may make exceptions to this general rule.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4005

Communication Between the Board and District Employees

Employees have the same right to communicate with the board about matters of public concern as other patrons of the district. Regarding employment-related issues, employees must follow the applicable board policies and/or contractual procedures regarding the administrative chain of command, complaints, grievances and other applicable processes.

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4006
Insurance

The school district shall provide workers' compensation insurance for the protection of the district and its employees, and such other insurance as the board deems appropriate or has agreed to provide pursuant to a contract or collective bargaining agreement.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4007

Personnel Records

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees (or individuals to whom employees have given written authorization) may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4008

Outside Employment

1. An employee's responsibilities to the district take precedence over personal responsibilities during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Tutoring
 - a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
 - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
 - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
3. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.
4. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
5. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
6. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.
7. Sale of goods or services by employees.

- a. Employees shall not sell, solicit or promote the sale of goods or services to students.
 - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
 - c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
 - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.
10. Staff may not exploit their professional relationships for personal gain.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4009
Restrictions on Employees Receiving Gratuities

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$ 50.00 must disclose the receipt of such gift to the superintendent, who will then report that gift to the board. The superintendent, at his or her discretion, may require that the gift become the property of the district. No certificated staff member may accept any gift which will impair the professional judgment of the recipient.

Employees are directed to discourage merchants from offering bonus paraphernalia in exchange for the school's patronage.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4011
Employee Leave Under the Family and Medical Leave Act
(FMLA)

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA"). The terms used herein shall have the meaning ascribed to them under the FMLA. Employees may also qualify for leave under the Nebraska Family Military Leave Act, which is covered under the district's policy for that law. If an employee qualifies for leave under both the Family and Medical Leave Act and the Nebraska Military Leave Act, any leave taken by the employee will count concurrently toward the leave limits of both acts.

I. Qualifying for Leave

A. Qualified Employees

1. To be eligible for ***unpaid*** leave under this policy, an employee must:
 - a. Make the request for leave at a time when the school district employs 50 or more workers;
 - b. Have been working for the school district for at least 12 months prior to the request; and
 - c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be the 12-month period measured forward from the date such employee's first FMLA leave begins.
3. Employees ineligible for FMLA leave for any reason may be eligible for leave under the Nebraska Family Military Leave Act and should consult policy 4011.1.

B. Qualified Circumstances Necessitating Leave

1. The school district will grant an eligible employee up to a total of 12 workweeks of ***unpaid*** leave under the following conditions:
 - a. For birth of a son or daughter, and to care for the newborn child;
 - b. For placement of a son or daughter with the employee for adoption or foster care;
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. Because of a serious health condition that makes the employee unable to perform the functions of his or her job;
 - e. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation; or
2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Servicemember a total of 26 workweeks of ***unpaid*** leave during a 12-month period to care for the service member as permitted under the FMLA. The leave described in this paragraph shall only be available during a single 12-month period.

For purposes of this provision and this policy, "Covered Servicemember" includes both Military Members and covered Veterans, so long as the covered Veteran was discharged or released under conditions other than dishonorable at any

time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

C. Limitations on Leave

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:
 - a. The aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
 - b. The aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both either the son, daughter, parent, or next of kin of such Covered Servicemember, if the leave is

taken for this reason or a combination of this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

D. Qualifying Notice and Certification

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;
2. Medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;
3. Second or third medical opinions and periodic re-certifications (at the school district's expense);
4. Certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation;

5. Certification supporting the need for leave to care for a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and
6. Periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

E. Scheduling Leave

When leave is needed to care for a family member, for the employee's own illness, or to care for a Covered Servicemember, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

B. Substitution of Paid Leave

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.
2. If an employee uses paid leave under circumstances which do not qualify as FMLA

leave, the leave will not count against the number of workweeks of FMLA leave to which the employee is entitled.

3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

C. Group Health Plan Benefits

1. The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period.
2. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

D. Intermittent or Reduced-Schedule Leave

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.
 - a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.
 - b. When leave is taken to care for a sick family member, for an employee's own serious health condition, or to care for a covered Veteran or Military Member, an

eligible employee may take leave intermittently or on a reduced-leave schedule when medically necessary.

- c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.
- d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness
- e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.
- f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee

to elect to take leave in a block, instead of intermittently, for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.

2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.
3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

III. Return from Leave

A. Restoration to Position

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
2. Any leave taken under this policy will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.
3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or

position of employment other than to which the employee would have been entitled had the employee not taken leave.

B. Denial of Restoration

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
 - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;
 - b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
 - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
 - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

C. Failure to Return from Leave

- a. If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for

maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

IV. Notice to Employees

- A.** The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.
- B.** When an employee provides notice of the need for FMLA leave, the school district shall provide the employee with a copy of the "section 301(c) notice" which is attached to this policy.
- C.** To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.
- D.** Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4011.1

Nebraska Family Military Leave Act

The school district shall provide leave to its employees in accordance with the Nebraska Family Military Leave Act (NFMLA). The terms used herein shall have the meaning ascribed to them under the NFMLA. Employees may also qualify for leave under the Family and Medical Leave Act (FMLA), which is detailed in the district's FMLA policy. If an employee qualifies for leave under both the FMLA and NFMLA, any leave taken by the employee will count concurrently toward the leave limits of both.

I. Qualifying for Leave

A. Qualified Employees

To be eligible for unpaid leave under the NFMLA, an employee must:

1. Have been working for the school district for at least 12 months prior to the request; and
2. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

B. Qualified Circumstances for Requesting Leave

The school district will grant a qualified employee up to a total of 30 days of unpaid leave if:

1. The employee is the spouse or parent of a person called to military service lasting 179 days or longer with the state or United States pursuant to orders of the Governor or the President of the United States and;
2. The leave is scheduled to be taken during the time federal or state deployment orders are in effect.

C. Qualifying Notice and Certification

Employees seeking to use the NFMLA will be required to provide:

- a. A consultation with the District to schedule leave so as not to unduly disrupt the operations of the school.
- b. Certification from the proper military authority to verify the employee's eligibility for the family military leave requested.
- c. 14-day advance notice of the intended date upon which the leave will begin, if leave will consist of five or more work days.
- d. As much advance notice as possible of the intended date upon which the leave will commence, if leave will consist of less than five work days.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the NFMLA and this policy shall be unpaid leave.

B. Benefits

1. Taking leave under the NFMLA shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.
2. Any employee who takes leave under the NFMLA will be permitted to continue their benefits at their own expense.
3. Payment for benefits must be made to the district in advance of the date on which they are due. For example, if health insurance premiums are paid to the carrier by the district on the 1st of the month, the employee taking leave under the NFMLA must provide

the full cost of the premium to the district prior to that date. Failure to provide the full costs for all benefits the employee wishes to continue in advance of their due date may result in cancellation of benefits as permitted by law.

III. Return from Leave

A. Restoration to Position

1. Any employee who exercises the right to leave under the NFMLA shall be restored by the district to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.
2. This section does not apply if the district proves that the employee was not restored because of conditions unrelated to the employee's exercise of rights under the NFMLA.

B. Failure to Return

If an employee fails to return after the period of leave to which the employee is entitled has expired, and no additional qualifications for leave exist, the employee will be subject to the district's policies governing unexcused absences up to and including termination of employment.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4012

Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic

communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986,

as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4012

Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic

communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986,

as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4013 Grievance Procedure

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

Procedural Steps. The procedure for handling grievances is as set forth below.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board

shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the

district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

Requirement to Grieve. This grievance procedure is not discretionary and cannot be waived except through the express written consent of the board. No administrator or board member, individually, has the authority to waive the requirements of this procedure. Any grievance covered by this procedure but not raised pursuant to the requirements herein, including any grievance abandoned, will be forfeited.

Bad Faith or Serial Filings. The purpose of the grievance procedure is to resolve complaints and grievances regarding covered matters at the lowest level possible within the chain of command. Grievances filed without any intention to attempt to resolve the issues raised; for the purpose of adding administrative burden; or for purposes inconsistent with the professional obligations of district staff members may be dismissed by the superintendent without providing final resolution other than noting the dismissal on a basis in this section.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4015

Prohibition Against Employment of Board Members

Nebraska statutes prohibit board members from serving as a teacher on a regular teaching contract.

The board will allow a member of the board of education to be employed by the school district in a non-teaching capacity, including substitute teaching. Board members who are also employed by the district are strictly prohibited from discussing any issue with students, staff or parents in their capacity as an employee that may come before the board.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

4016
Jury Duty/Service as Witness in Court

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4017

Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to organizations for bargaining purposes pursuant to state statutes. The board will negotiate with employee associations that have been established in accordance with public employee bargaining statutes and will negotiate with local collective bargaining unit representatives at mutually agreeable times.

To facilitate an amicable relationship between the district and any local employee associations, the district will allow associations to make reasonable use of district facilities for meetings outside the school's and the employees' work hours. With administrative approval, associations may use district resources, post notices of meetings and other information on bulletin boards designated for this purpose, and use district e-mail and mail boxes for delivery of employment-related information. Associations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4018

Corporal Punishment

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4019

Workplace Injury Prevention and Safety Committee

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee district should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law. Members of the safety committee shall be established through the collective bargaining process.

The committee shall adopt and maintain a written injury prevention program. The committee shall participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees shall be conducted annually.

The workplace injury prevention and safety committee shall maintain minutes of all meetings and file them in the district office. The committee shall implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district shall maintain records for at least three years, or longer if directed by the Department of Labor.

The committee shall meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee shall keep written minutes of all meetings, and provide a copy to the superintendent or designee who shall maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee shall develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee shall assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she shall provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee shall forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee shall establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records shall be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and shall review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4020
Ownership of Copyrighted Works

Works created by district employees in the course and scope of their employment remain the property of the district. The board may enter into a written agreement with a staff member allowing the staff member to share ownership of a copyright in the covered work. The board will only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work.

The board hereby expressly grants to other educational entities located within Nebraska a non-exclusive license to use the district's copyrighted works for educational purposes within Nebraska when those works have been placed onto collaborative learning systems within the State.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4022

Certification and Endorsements

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4023
Professional Ethics

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certificated employees are responsible for reading, understanding, and complying with these standards.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4024

Teachers' Rights, Responsibilities and Duties

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Teachers' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Teachers must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All teachers must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4025 Superintendent

The superintendent is hired by and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendents other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4028
Substitute Teachers

A substitute teacher is an educator who possesses the required certification from the Nebraska Department of Education and is employed to fill a teaching position on a temporary basis. The board shall establish the pay and benefits for substitute teachers.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4029

Salary Schedule for Certificated Employees

The board of education recognizes the "salary schedule" and related provisions for compensation currently in effect resulting from negotiations between the board and the education association. This policy is intended to supplement the terms and conditions contained in the collective bargaining agreement. If there is any conflict between the terms of this policy and the collective bargaining agreement, the terms of the negotiated agreement shall control.

Horizontal Advancement. Teachers who wish to advance horizontally on the salary schedule must notify the superintendent in writing prior to June 1 of the preceding school year. The teacher must furnish the superintendent with college transcripts by September 10 for the teacher to qualify to move horizontally on the salary schedule. If an institution will not issue an official transcript by September 10, the teacher must provide the superintendent with written confirmation by September 10 from a college official attesting that the teacher has satisfactorily completed the courses.

Movement Past the BA Column. Teachers who wish to advance beyond the BA column must be accepted in a Masters Program that relates to their teaching field, as determined by the superintendent. Teachers must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Movement Past the MA Column. Teachers who wish to advance beyond the MA column must be enrolled in course work that relates to their teaching field, as determined by the superintendent. Teachers must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Superintendent's Review. The superintendent shall review all requests for advancement on the salary schedule resulting from a teacher's acquiring additional teaching experience or for completion of college courses, and shall report all changes to the board of education annually.

Vertical Advancement. A teacher may advance only one step vertically on the schedule in any year.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4030

Evaluation of Certificated Employees

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4031 Evaluation of Probationary Certified Employees

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4032

Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4034
Staff Handbook

The superintendent or designee shall annually formulate, review and revise a staff handbook that will contain information about the district's employment policies and practices. The staff handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4038
Classified Staff Defined

The term "classified staff" means all employees other than certificated teachers and administrators. Classified staff employees are employed at will, and their employment may be amended or terminated at any time and without any cause.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4039
Employment of Classified Staff

The superintendent or designee shall hire classified staff to meet personnel needs consistent with the district's budget, instructional needs, and non-instructional operations. The superintendent or designee may, but is not required to, conduct a criminal background check on any classified staff applicant, provided that such check shall occur only after the school district has determined that the applicant meets the minimum employment qualifications. This policy shall not prevent the school district from requiring an applicant to disclose his or her criminal record or history relating to sexual or physical abuse prior to any minimum employment qualification determination.

The superintendent or designee shall discipline and discharge classified staff as appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4040

Employment Terms for Classified Staff

If you have set out the terms of employment for classified staff in a staff handbook or individual staff contracts you do not need to adopt this policy

Each position listed below shall be hired by the superintendent on the terms stated.

Head and Assistant Custodian

Employed on a 12-month basis
Provided appropriate level of full coverage insurance
Allowed two weeks paid vacation after 1 full school term of employment; 3 weeks after 3 years.
Allowed 15 days of sick leave per year, cumulative to 40 days
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, the Fourth of July and Memorial Day

Superintendent's Secretary

Employed on a 12-month basis
Provided appropriate level of full coverage insurance
Allowed two weeks paid vacation after 1 full school term of employment; 3 weeks after 3 years.
Allowed 15 days of sick leave per year, cumulative to 40 days
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, the Fourth of July and Memorial Day

Principal's Secretary

Employed on an hourly basis only as needed
Allowed 5 days of paid sick leave, cumulative to 15 days
No paid holidays are granted for this position
Allowed 2 personal days per year

Cooks

Employed during the school term only
Allowed 5 days of paid sick leave, cumulative to 15 days
No paid holidays are granted for this position
Allowed 2 personal days per year
Paid from the Hot Lunch Fund

Physical Exam

Any non-certified school employees who are required to do so by law must have a yearly physical examination.

Required physical exams will be paid for by the district and a written notice given to the superintendent previous to September 1 of the ensuing year.

The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent.

If the employee wishes to go to a doctor other than the one specified by the board, the expenses will not be borne by the district.

Summer Workshops for Food Handlers

Those employed to handle and prepare food for the Hot Lunch Program are asked to attend the school provided by the State Department of Food Services.

All costs of the school and registration fees will be paid by the board of education. Transportation will be provided.

Non-Certified Substitute Pay

A substitute for a non-certified staff member will be paid on an hourly rate set each year at the regular April school board meeting.

Paraeducators

Employed on an hourly basis only as needed

Allowed 5 days of paid sick leave, cumulative to 15 days

No paid holidays are granted for this position.

Allowed 2 personal days per year

Other Provisions Applicable to All Classified Staff

Rate of Pay

All classified staff shall be paid an hourly rate.

Classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4042
Employee Social Security Numbers

Nebraska law prohibits employers from using or publishing an employee's social security number except under certain specified circumstances. This district shall comply with this law and take reasonable steps to protect the confidentiality of employees' social security numbers. However, neither state law nor this policy prohibits the district from using the last four digits of an employee's social security number as an employee identification number or in any other reasonable manner.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4044

Political Activity by Staff Members

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

The following activities are prohibited during an employee's work time (including duty-free lunch and planning periods):

1. Soliciting votes or contributions for or against a particular candidate or ballot proposition.
2. Discussing with students opinions regarding a political candidate or ballot proposition unless the topic is part of the approved curriculum.
3. Preparing, displaying, wearing or distributing campaign literature, materials, or signs for or against a candidate or ballot proposition (this prohibition does not apply to bumper stickers on personal vehicles).
4. Soliciting volunteers to assist with a campaign for or against a political candidate or ballot proposition.
5. Preparing for, organizing, or participating in any political meeting, petition, rally, or event.
6. Other prohibited political activity as defined by state law.

The following activities are prohibited at all times:

1. Using any school district resources including, but not limited to, facsimile machines, copy machines, computers or e-mail accounts, for political campaign activities.
2. Using school district property or facilities for any political campaign activities, unless such use is approved pursuant to school board rules or policy.

3. Spending district funds to urge votes to vote for or against a candidate or ballot proposition
4. Requiring employees to engage in political campaign activities as part of their job duties.
5. Providing employees with additional compensation or benefits for engaging in political activities.
6. Representing an employee's personal political position as the position of the school district or the board of education.
7. Engaging in any other activity prohibited by state law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4045
Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4046

Internet Searches Regarding Potential Employees

Members of the administrative team or of a hiring committee (hereinafter "the committee") may conduct internet research about job applicants by using the following protocol, except that no criminal history record information check shall be made until the school district has determined that the applicant meets the minimum employment qualifications:

1. The committee may conduct internet searches using candidates' full names and any aliases. The committee may also search candidates' full names and any aliases on Facebook, Instagram, LinkedIn, Twitter, YouTube, and other social networking websites.
2. All applicants or all finalists must have the same research conducted about them. For example, if the committee conducts a search on Google using the name of one applicant in order to determine whether to include that applicant in the list of finalists, the committee must also conduct an identical search of all applicants' names.
3. The committee may not use deception to gain access to applicants' social networking pages, blogs, or other on-line media and will not require applicants for employment to provide the district with their username or password to personal social media accounts.
4. The committee must take reasonable steps to verify the reliability of the information obtained in the search, including consulting with the applicant for confirmation of accuracy, if appropriate.
5. The committee will consider the following information to be relevant in making hiring decisions about an applicant based on information obtained through internet research:
 - a. Disparaging remarks made about current or former co-workers, supervisors, or employers;
 - b. Discriminatory, harassing, or demeaning behavior or comments;
 - c. Unprofessional, lewd, or obscene behavior or remarks;
 - d. Criminal activity;

- e. Information which indicates the applicant will or will not be able to perform the essential functions of the position sought; and
 - f. Information which indicates that the applicant is particularly suited or unsuited to the position sought.
6. The committee will retain documents to demonstrate its compliance with this policy with other documentation relevant to the job search.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4048
Assessment Administration and Security

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

1. Assessment Responsibilities

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

- ensuring the security of all test materials.

2. Security Violations and Cheating

a. Classroom assessments

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

b. State Accountability Tests

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

4051

Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “Bulldog Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about

appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

C. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;

4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4052

Job References to Prospective Employers

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees in accordance with this policy.

Employees Suspected of Sexual Misconduct Against a Minor or Student

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4053 Conflict of Interest

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:
 - a. Business with which an employee is associated shall include the following:
 - (1) A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - (2) A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or he or she, or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
2. Contracts with the School District.
 - a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.

- b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.
 - c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family (parent, spouse, or child) has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.
3. Employing Members of the Immediate Family.
- a. An employee may employ or recommend or supervise the employment of an immediate family member if:
 - (1) The employee does not abuse his or her position.
 - (a) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
 - (2) The employee makes a reasonable solicitation and consideration of applications for employment.
 - (3) The employee makes a full disclosure on the record to the governing body of the school district and to the secretary of the board.
 - (4) The board approves the employment or supervisory position.
 - b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

- a. No employee shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
- b. No employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.
- c. An employee shall not use or authorize the use of his or her public employment or any confidential information received through the public employment to obtain financial gain, other than compensation provided by law, for himself or herself or a member of his or her immediate family, or a business with which he or she is associated.
- d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.

5. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the nomination

or election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
 - c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.
 - d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.
6. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4054

Reporting Child Abuse or Neglect

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4058
Confidentiality in Counseling and Guidance

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4061

Workplace or Non-Workplace Injuries or Illness and Return to Work

Reporting Workplace Injuries. Staff members who are injured while performing duties or who witness workplace injuries must report them to the superintendent or superintendent's designee as soon as possible after being injured or witnessing an injury. Staff members must prepare written statements regarding the injuries they sustained or witnessed when they are asked to do so by the school district. Failure to report a workplace injury as a witness will constitute insubordination and neglect of duty and may result in adverse employment action up to and including termination or cancellation of employment. Failure to report workplace injuries may also result in delayed or forfeited benefits to which an employee may otherwise be entitled.

Returning to Work after Workplace Injuries or Non-Workplace Injuries or Illness. Staff members whose injuries or illness prevent them from completing any or all of their duties, whether or not incurred at work, may be permitted to continue working or may be offered modified duty positions as required by law or as determined appropriate by the superintendent. This policy does not guarantee a limited or modified assignment during the recovery period unless it is otherwise required by law. The employee may be required to provide a return to work certification or report from their treating physician which delineates any restrictions, modifications, or accommodations needed to allow the employee to perform the essential functions of their position.

Termination After Workplace Injuries or Illness. Unless otherwise covered in an individual employment contract, employees may be terminated after suffering a workplace injury or illness when the district has a legitimate, nondiscriminatory reason for doing so. Such reasons include but are not limited to:

- Necessity to fill the position to maintain continuous services as required by law or district policy or standards;
- Performance deficiencies of the employee unrelated to the injury or illness;
- Unavailability of substitute or replacement employees;
- When the absence will negatively impact students' educational experience or opportunities; or
- Any other reason not otherwise prohibited by law.

The district may make such employment determinations regardless of whether the employee has returned to work and regardless of whether a medical professional has certified that the employee has reached maximum medical

improvement. In the event the injury or illness lasts beyond the amount of leave time provided by the district and by the Family Medical Leave Act, which is generally no greater than 12 weeks, the employee may be terminated even if the employee remains eligible for Workers' Compensation under state law or short or long-term disability under a policy available through the district. In no event will an employee be terminated as retaliation for filing a Workers' Compensation claim.

Termination After Non-Workplace Injuries. Unless otherwise covered in an individual employment contract or prohibited by law, employees who are unable to perform any of the essential functions of their positions with reasonable accommodation(s) due to injury or illness occurring outside of the workplace may be terminated. The employee's position or a similar position will be held open only as required by law, such as the Family Medical Leave Act.

Adopted on: _____

Revised on: _____

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: _____

Reviewed on: _____

Amended on: _____

4059
Suicide Prevention Training

The following employees are required to complete at least one hour of suicide awareness and prevention training every year:

- school nurses
- teachers
- counselors
- school psychologists
- administrators
- school social workers
- community coaches
- paraeducators
- bus drivers
- kitchen staff
- custodians
- secretarial and clerical staff

These employees must complete the online training provided by the Nebraska Department of Education no later than October 31 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4060

School Vehicle Use

Pupil Transportation Vehicles. The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website (www.education.ne.gov). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

School Vehicles Other Than Those Transporting Students. School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

Driver Qualifications. School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the superintendent or his or her designee.
- Be at least 19 years of age.

School personnel must notify the superintendent or his or her designee about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3rd or subsequent offense;
- If the citation or conviction occurred within the last 3 years - Driving under the influence of drugs or alcohol, reckless driving (willful or otherwise), failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- If the citation or conviction occurred within the last 5 years- failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, careless driving, leaving the scene of an accident, or negligent driving.
- Have accumulated 10 points or more under an operator's license point system within the last 2 years.

The superintendent or his or her designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or his or her designee will make the final determination about the use of school district vehicles.

Electronic Communication While Driving. Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee's duties and responsibilities, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, text messages or other visual media.

Tobacco, Alcohol, and Controlled Substances. The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time. All drivers shall follow and be subject to Drug Free Workplace Policy and Drug Policy Regarding Drivers Policy.

Traffic Accidents, Infractions, Violations, or Citations. School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the superintendent or his or her designee as soon as practicable, but no later than 24 hours of receipt. The superintendent must report his or her accidents, infractions, violations, or citations to the board president.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4063

Extra Duty and Extended Contract Assignments for Certificated Staff

This policy details the methods of payment for performance of extra duty and extended contract assignments by certificated staff members. Noncertificated staff should refer to their individual employment contracts regarding service hours and payment for extracurricular sponsorship activities which may be assigned to the employee by the district.

Extra Duty Assignments

Certificated staff members may be assigned extra duties such as coaching a sport, sponsoring a student club, or directing other extracurricular activities. Extra duty assignments shall be assigned at the discretion of the administration.

Full time certificated staff who are anticipated to work more than 1100 hours each school year are expected to work additional hours each month of the contract year in fulfillment of their extra duty assignments. Part-time certificated staff who are anticipated to spend fewer than 1100 hours in their regular teaching assignments each school year must track the hours they spend on extra duty assignments and submit those hours to the district bookkeeper monthly.

Certificated staff covered by the collective bargaining agreement between the board and the local education association will be paid the salary amounts set in that contract for performance of their extra duties.

Subject to the other provisions of this policy, certificated employees assigned to extra duty assignments shall be paid in 12 equal installments beginning with the first regular pay period of the contract year in which the services will be rendered. The payment for exempt employees assigned extra duty sponsorship duties after the beginning of their contract for a given school year shall be distributed evenly across the remaining pay periods for the school year beginning with the first pay period following the assignment.

Certificated employees who are assigned extra duties will be informed of that assignment in an assignment letter.

In addition to their regular teaching duties, teachers with extra duty will render service hours toward the performance of each of their extra duty assignments throughout the entirety of the contract year. This time should include tasks such as: continuously reviewing best practices for coaching/sponsoring your extra duty; determining any off-season professional

development or meetings which you should attend; determining any pre-season or pre-event camps or activities which students should attend; supervising selected pre-season camps or activities; creating records and completing paperwork related to the extra duty; communicating with selected media outlets about the extra duty; training and preparing students prior to the beginning of the competition/activity/event schedule; reviewing or planning the competition/event schedule; studying film, selecting music or scripts, designing sets and costumes, arranging choreography and otherwise preparing for the competition or season; scheduling student meetings and events; actively supervising participating students before, during and after the season/event; study of best practices in sportsmanship and student character growth; and any other identified duties.

In the event a certificated staff member is assigned an extra duty assignment after the beginning of the school year in which the activity occurs, the district will report the extra duty pay and hours to the Nebraska State Retirement System beginning in the month when the teacher undertakes his/her assignment.

In the event a certificated staff member's overall employment and/or extra duty assignment is terminated prior to the end of the school year, he/she will not be paid any remaining amounts for extra duty service and those hours will not be reported to the Nebraska State Retirement System.

Extended Contract Days

If a certificated staff member is assigned extended contract days, that assignment shall be included in his/her individual employment contract with the board of education. Staff shall be compensated for assigned extended contract days at the individual employee's daily contract rate calculated by dividing his/her regular salary by the number of contract days set by the board for all certificated teaching staff.

Unless otherwise directed by the administration, extended contract days shall be completed after the last regular duty day for teachers. Teachers must document their completion of extended contract days on the form provided by the office and submit that form to their direct supervisor at the end of each month.

Payment for Extended Contract Days

Teachers assigned to extended contract days shall be paid for that assignment in 12 equal installments beginning with the first regular pay day of the contract year in which the services are rendered.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5006

Foreign Exchange Students

The school district may accept a foreign exchange student on a non-tuition basis if the student is sponsored by an organized exchange program that is acceptable to the board of education, approved for enrollment, and resides with a host family that lives within district boundaries.

A foreign student is not entitled to tuition-free schooling in the school district merely because he or she resides with a family within the district. The host family and/or sponsoring exchange program must file an application with the administration to enroll the student. In reviewing the application, the administration will consider the following factors:

- whether the student possesses a sufficient command of the English language;
- whether an appropriate program is available;
- whether the student meets the general admission requirements for the school; and
- such other factors as are relevant to the admission of the student.

Foreign exchange students who are accepted and enrolled will be subject to all policies and regulations governing the conduct and behavior of resident students.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5007
Enrollment of Expelled Students

The administration shall not enroll any student during the term of any known expulsion of the student from any public school in any state unless the board of education has approved the enrollment by a vote of a majority of the members of the board. The district shall not enroll any student during the known term of any expulsion of the student from a private school for an offense for which expulsion is authorized for a public school student unless the board has approved the enrollment by a vote of a majority of the members of the board. This policy does not require the board to take a vote on the enrollment application of any such student.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5008

Pregnant or Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation

A. Generally

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

B. Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable

opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.

2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

B. Educational Process

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5009
Adult Education

The board authorizes the administration to design and implement adult education as appropriate to the needs of the community and the programs of the district. The specific courses offered and expenditures necessitated by the adult education program will be approved by the board on an ad hoc basis.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5010

Immunizations

1. General Rule

- a. Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.
- b. The district is not responsible for the cost of such immunizations.
- c. Any student who does not comply with this policy shall not be permitted to continue attending school.
- d. The building principal shall be responsible for maintaining immunization records for the students enrolled in his/her building and shall share that information with the school's threat assessment and crisis teams as appropriate.

2. Exceptions

- a. Provisional Enrollment

Students who meet the statutory requirements for provisional enrollment may be allowed to attend school for sixty days without the necessary immunizations.

- b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
 - i. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
 - ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.

- c. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5011
Physical Examination and Visual Evaluation of Students

I. Physical Examination

The following students shall provide evidence of a physical examination by a qualified health care provider:

- all incoming students in the beginner grade;
- students in seventh grade; and
- all out-of-state transfer students.

Evidence of a physical examination must be dated no more than six months prior to entrance

II. Visual Evaluation for Students

The following students shall provide evidence of a vision evaluation by a qualified vision health care provider:

- all incoming students in the beginner grade and
- all out-of-state transfer students

The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity. Evidence of a visual evaluation must be dated no more than six months prior to entrance.

Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

III. Objection to Examination

Any parent(s) or guardian(s) who object to a physical and/or vision examination and evaluation must submit a signed and dated refusal form to the school.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5012

Testing and Assessment Program

I. Basic Testing and Assessment Program

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

II. Use and Dissemination of Test Results

At the board of education's regular July meeting, the superintendent of schools shall provide an annual written report consisting of the results of the district's performance program including but not limited to: standardized norm-referenced assessments, criterion-referenced assessments, student performance, school system demographics, financial information, a follow-up study of graduates, and a learning climate survey. This report shall be made available to all patrons of the district. Building level results will be reported only to appropriate staff for review and goal setting.

This report shall not include any individual test scores or assessment, but individual student test scores or assessment results will be reported to the student's parents or legal guardian(s).

A comprehensive evaluation of the district shall be conducted at least once every five years using instruments and guides approved by the Department of Education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5017

Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5018

Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least **three** days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5024

Medication of Students

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1. Prescription medication

- a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
- b. Parents/guardians must provide their own written permission for the administration of the medication.
- c. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

2. Non-prescription medication

- a. Parents/guardians must provide written permission for the administration of the medication
- b. The medication must be brought to the school in the manufacturer's container.
- c. The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school

hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5025
Student Insurance

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities. The school district may disseminate information about insurance plans available for purchase by parents for their students from third party vendors.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5028

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5030
Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

A copy of this policy shall be included in the student handbook.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5031
Student Appearance

Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5032
Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5033
Student Driving and Parking

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is ___ miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5034
Handbooks

The student handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5036
Lockers

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5037
Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at

any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Children's Online Privacy Protection Act (COPPA)

- A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5039
Fundraising Activities

All fundraising activities shall require authorization by an administrator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5040
Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5041
Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5042

Bulletin Boards

Bulletin boards and other electronic publishing spaces of the district may be provided for the use of students and student organizations for purposes of notifications related to student activities and student groups. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Published material may be removed after a reasonable time.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5043
School-Sponsored Publications

School-sponsored student publications and electronic media productions are part of the school district's instructional program. The board of education supports the development of student communication skills through school-sponsored newspapers, annuals, magazines, and electronic media including computer, video and digital productions.

Student publications and productions must conform to all good scholastic and professional journalistic standards. The board delegates to the superintendent of schools the right to prohibit dissemination of any school-sponsored publication or media production that does not conform to these standards, or which the superintendent or designee deems inappropriate for the school environment.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5044
Safe Pupil Transportation Plan
and
Pupil Transportation Vehicle Driver Satisfactory Driving Criteria

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

1. Emergency Procedures

a) Mechanical breakdown

In the event of a mechanical breakdown, the driver will:

- 1)** Stop the vehicle in a safe location
- 2)** Keep passengers in the vehicle, if it is safe to do so
- 3)** Take steps to warn motorists, by activating hazard lights and placing emergency triangles
- 4)** Radio or call for assistance

b) Injuries/Medical Emergencies

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The driver will provide emergency medical assistance in accordance with the driver's first aid training. The driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911 and notify administrative personnel.

c) Severe Weather

1) Tornadoes.

If the driver determines that there is likelihood that a tornado will hit the vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the vehicle, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that it will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping

the vehicle, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

2) Winter Weather

If the school district or driver determines that a trip is too dangerous to drive due to winter weather conditions, the district will cancel the trip.

Parents should ensure that students are appropriately dressed for winter conditions.

3) Floods or Standing Water

It is generally appropriate to drive through a small or regular amount of water that has accumulated from a normal or typical rainfall. However, drivers should not drive through water on the road if: the water is moving or has a current; there is dangerous debris in the water; the driver cannot determine the depth of the water or there is a known dip in the road which would create a deeper section of water; or if there is any other water condition that the driver determines is unsafe to drive through.

d) Weapons, Hazardous Materials and Dangerous Contraband

If a driver discovers that a passenger may have a weapon, hazardous materials or other dangerous contraband on the vehicle, he or she should remain calm and call for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

e) Unattended Items on or Near Pupil Transportation Vehicle

The driver shall check for unattended items on or near the vehicle as part of the exterior and interior pre-trip inspections. If circumstances make an item suspicious (because it is out of context, makes a noise, has visible wires, placement was witnessed, was hidden, has unidentified powders or putty-like substances, etc.), the driver shall not inspect, move, or otherwise touch the item. School staff will evacuate the area, then immediately report the item to the staff member's direct supervisor, a principal, or the superintendent. If the unattended item is not suspicious (it has the characteristics of lost or misplaced property or of discarded trash, etc.), the driver may

examine the item more closely. This may include looking inside the item, attempting to identify the owner, reviewing security camera footage, or talking to those nearby, and then taking appropriate action.

f) Terroristic Threat

If a driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience

g) Emergency Incident Reports

Drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

2. Drop-off

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

3. Evacuation of Students With Disabilities

The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others.

Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

4. Student Behavior on School Vehicles

Riding school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles.

a) Rules of Conduct on School Vehicles:

- 1)** Students must obey the driver promptly.
- 2)** Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3)** Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4)** Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5)** Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6)** Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7)** Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8)** Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9)** Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

- 10)** Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11)** Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12)** Student must respect the rights and safety of others at all times.
- 13)** Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14)** Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15)** Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1)** Note home to parents
- 2)** Suspension of bus riding privileges
- 3)** Exclusion from extracurricular activities
- 4)** In-school suspension
- 5)** Short term or long-term suspension from school
- 6)** Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports

of serious misconduct may be forwarded to law enforcement.

5. Functional Capacity of the Driver

The superintendent or designee shall confirm a pupil transportation driver's functional capacity and ability to conduct the daily tasks and emergency evacuations required of such a driver by:

- Observing the driver complete the required daily tasks and emergency evacuations;
- Observing, questioning, and/or directing the driver to perform tasks in a manner that measures the basic visual, cognitive, and physical abilities to complete the required daily tasks and emergency evacuation; or
- Directing the driver to complete a functional capacity evaluation or assessment conducted by a qualified professional.

The superintendent or designee will remove the driver from duties as a pupil transportation driver if he or she determines that a pupil transportation driver is not functionally capable or able to conduct the daily tasks and emergency evacuations required of such a driver.

6. Satisfactory Driving Criteria.

The superintendent or designee shall annually review every pupil transportation vehicle driver's Nebraska Department of Motor Vehicles driving record before such a driver operates a pupil transportation vehicle.

Individuals who have been convicted of any of the following or who meet any of the following conditions will not be allowed to serve as a pupil vehicle transportation driver:

- If the citation or conviction occurred at any time:
 - Motor vehicle homicide; or
 - Driving under the influence – 3rd or subsequent offense.
- If the citation or conviction occurred within the last three years:
 - Driving under the influence of drugs or alcohol;
 - Refusal to submit to a chemical test;
 - Failure to render aid in accident the driver was involved in;

- Speeding 15 miles per hour or more above the posted speed limit;
- Reckless driving (willful or otherwise);
- Careless driving;
- Negligent driving;
- Leaving the scene of an accident; or
- Failure to yield to a pedestrian with bodily injury to the pedestrian.
- If the driver has accumulated 10 points or more under an operator's license point system within the last two years.

The superintendent designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or designee will make the final determination about the ability of an individual to serve as a pupil vehicle transportation driver.

Pupil vehicle transportation drivers must inform the superintendent or designee of any citation or conviction related to their driving within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier.

7. Emergency Evacuation Drill Procedures for Students Who Ride in Small Vehicles.

For purposes of this policy, "small vehicle" shall have the same meaning as in Rule 91 from the Nebraska Department of Education.

In a small vehicle accident or emergency situation, the driver must use his other best judgment to decide what action shall be taken. The primary responsibility is pupil safety. In an emergency it may be necessary that the vehicle be evacuated.

Students who are transported in a Small Vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills at least twice during each school year. These drills shall be conducted in an appropriate location.

Drills shall be conducted to address each of the following reasons that an emergency evacuation may be required:

- The vehicle is on fire, in danger of catching fire, or is close to an existing fire or highly combustible material. Passengers shall be evacuated at least 100 feet or more upwind from the vehicle.
- The vehicle is stopped at an unsafe location and unable to move. The driver shall use his or her judgment regarding the need to evacuate and the distance of the evacuation.
- The vehicle's final stopping position: is in the path of any train or adjacent to railroad tracks; could change and increase danger; or is such that there is danger of collision. The driver shall evacuate the vehicle and use his or her judgment regarding the distance of the evacuation.

The safety of students is of utmost importance and must be given first consideration. Absent extenuating circumstance, the driver will place the transmission in park, activate the hazard warning lights, set the emergency brake, turn the ignition off, and remove the ignition key prior to evacuation.

If possible, students should exit the vehicle on the side away from any roadway.

During an evacuation, students should generally be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the students upwind of the vehicle at least 300 feet.

After evacuation, the driver should address any injured students and call 911, law enforcement, or other authorities or service providers as the situation dictates. The driver shall then promptly inform the school district about the emergency situation.

Drivers shall not leave the scene until appropriate transportation arrangements have been made for all students and he/she has been instructed by a member of the administrative team that he/she may leave.

The school may select, train, and prepare students to assist in evacuation in the event that the driver is incapacitated or otherwise unable to direct the evacuation. Such training can include, but need not be limited to, turning off ignition switches; setting emergency brakes; summoning help; using

windows for evacuation in emergencies; setting flags and reflectors or reflective triangles; directing the evacuation; and training with evacuation equipment.

Evacuation of Students with Disabilities

Drivers should assess each student's ability to evacuate himself or herself from a Small Vehicle as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any specialized equipment in the vehicle and used by disabled students that would aid in the actual evacuation.

Emergency Equipment. Emergency equipment may include first aid kits, fire extinguishers, reflectors, flags, vehicle hazard lights, and other similar equipment. Drivers and students (as appropriate) should be made familiar with the purpose and use of this equipment during drills.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5046
Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society or association.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5048
Emergency Response to Life Threatening Asthma or
Systemic Allergic Reactions (ANAPHYLAXIS)

School employees will comply with the requirements of "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)". The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol"). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5049 Firearms and Weapons

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.

Definition of Weapon. The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or

5. A handgun carried as a concealed handgun by a nonstudent adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased. The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second

semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5053

Self-Management of Diabetes or Asthma/Anaphylaxis

Upon receiving the written request of a student's parent or guardian and the written medical authorization described in the applicable provisions below, , the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis (referred to herein as "medical condition").

A student with diabetes must obtain written authorization to self-manage from the student's physician. The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, and (d) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

A student with asthma or anaphylaxis must obtain written authorization to self-manage from the student's physician or from the health care professional who prescribed the medication for treatment of the student's condition. The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student's parent or guardian and the physician or other health care professional responsible for the student's medical condition.

The plan will permit the students to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) the school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student's self-management of his or her medical condition. The student's parent or guardian will be personally responsible for any and all costs associated with any injury to school personnel or another student resulting

from the a student's misuse of necessary medical supplies.

The district may prohibit a student who is self-managing his or her diabetic condition from possessing medical supplies for self-management and may establish other necessary and appropriate restrictions or conditions when the district determines that the student has endangered himself, herself, or others through misuse or threatened misuse of such medical supplies. The district will promptly notify the parent or guardian of any such prohibition, restriction, or condition.

The district may impose disciplinary consequences on a student with asthma or anaphylaxis who uses his or her prescription asthma or anaphylaxis medication other than prescribed. These disciplinary consequences shall not include limitations on the student's access to necessary medication. The district will promptly notify the parent or guardian of any disciplinary action imposed.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5014

Homeless Students

- 1. General Policy.** The District will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the District.

- 2. Homeless Liaison.** The District's homeless liaison is the Superintendent or designee (i.e. guidance counselor) Students in homeless situations who require assistance should contact the liaison at 308-282-1322 (phone number) or in person at 810 N. Oak Street, Gordon, NE. The liaison's responsibilities include:
 - a. Ensuring homeless children and youth are identified through coordination with the Nebraska Department of Education, community groups, and other school personnel;
 - b. Receiving training regarding state and federal law governing homeless children and youth;
 - c. Ensuring homeless children and youth and their families are referred to appropriate health care, housing, and other relevant service providers and programs available in the community;
 - d. Assisting other District personnel to work with homeless children and youth and their families on regular attendance, participation in programs and activities of the District, and completing academic work to meet academic standards of the District;
 - e. Assisting homeless children and youth and working with other District employees to prepare for and improve college readiness, including assistance with applications, selection, financial aid, and status verification for purposes of the Free Application for Federal Student Aid; and
 - f. Carrying out other aspects of this policy.

- 3. Definitions**
 - a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
- b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an act of Congress or by state law.
- c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.
- d. The term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.
- e. "School of origin" means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

4. School Stability and Enrollment. Generally, the District presumes that keeping a homeless child or youth in their school of origin is in the child's best interest unless it is contrary to a request of the child's parent, guardian, or in the case of an unaccompanied youth, the youth. The District will also consider factors including, but not limited to: the impact of mobility on achievement, education, health, and safety of the child.

5. Strategies to Address Enrollment Delays. In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and

medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district's homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.

6. Transportation. Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:

- a. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.
- b. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.

7. Records. The District will maintain and respond to requests for enrollment records for homeless children or youth consistent with its record policies and state and federal record laws. Any information about a homeless child's or youth's living situation shall be treated as a confidential education record and shall not be deemed directory information.

8. Dispute Process. If a dispute arises over school selection or enrollment in a school:

- a. The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;

- b. The child, youth, parent, or guardian shall be referred to the district's homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;
- c. The parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth, shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or unaccompanied youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.
- d. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

9. Appeal Process

- a. **Nebraska Department of Education.** If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.
- b. **State Board of Education.** If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

Adopted on: _____

Reviewed on: _____

Revised on: _____

5054 Student Bullying

Definition of Bullying. Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of

engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5056
Free Expression by Students

The board of education recognizes that students do not shed their constitutional rights at the schoolhouse gate. However, the board of education is responsible for balancing those rights against its responsibility to provide a program of education for students in this district. The board is authorized to preserve order so that the system may function properly.

Students may not engage in any expressive conduct that causes a material and substantial disruption to the educational program; that is lewd, obscene, profane, defamatory, threatening or contains "fighting words;" that advocates the use of substances that are illegal to minors; that incites violence or constitutes a "true threat;" or that urges the violation of law or school rules. Violators will be disciplined in accordance with law and board policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5057

District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to

improve achievement. A goal of parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5059
Emergency Medical Treatment

If a child becomes ill or is injured while at school or while being supervised by a member of the school district's staff, the staff member shall take reasonable steps to render assistance and, when appropriate, summon medical assistance. Staff will notify a student's parent or guardian when a student needs medical attention.

The school district is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives. School district staff members will not honor "do not resuscitate/do not intubate" (DNR/DNI) orders, requests for transport to particular medical facilities, and any similar requests. Parents/Guardians must arrange for all such requests with rescue squad and medical providers directly.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5063

Audio and Video Recording

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity. The district administrators estimate that this is approximately five days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5064
Title I Supplement, Not Supplant

The district will use Title I funds to Supplement, Not Supplant, state and local funds that would, in the absence of Title I funds, be spent on Title I programs. The district will ensure that Title I funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title I funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title I programs. Title I professional development will not duplicate that which the district provides for non-Title I purposes which, in the absence of Title I funds, would be provided to all staff.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5067

Student Assistance Team or Comparable Problem Solving Team

Pursuant to the Rules of the Nebraska Department of Education, the school district uses a general education student assistance team ("SAT") or a comparable problem solving team ("Team"). The SAT or Team will use and document problem-solving and intervention strategies to assist teachers in the provision of general education and to meet the needs of students who may be struggling in the general curriculum or who are struggling to comply with the student code of conduct or to meet acceptable behavioral and social norms.

If the SAT or Team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. The referral shall comply with the requirements of the Rules of the Nebraska Department of Education.

All teaching staff must:

- 1) Support the SAT or Team process by appropriately referring students who may benefit from the SAT or Team process; and
- 2) Faithfully and consistently implementing the intervention strategies recommended by the SAT or Team.

The failure to support the SAT or Team process is a serious matter and may constitute just cause for terminating or canceling a teacher's employment.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6001
School Organization

The school district shall be organized under a system whereby kindergarten through 6th grade shall be designated the elementary school, and 7th grade through 12th grade shall be designated the high school.

Or

6001
School Organization

The school district shall be organized under a system whereby kindergarten through 5th grade shall be designated the elementary school, grades 6 through 8 shall be designated the middle school, and grades 9 through 12 shall be designated the high school.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6002
School Calendar

The superintendent shall propose the calendar for each school year. The board will approve and/or amend the proposed calendar. The calendar shall provide for sufficient instructional time to meet or exceed the requirements of state statutes and regulations, and should provide time for staff orientation, in-service and curriculum work.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6003
Instructional Program

1. The minimum number of instructional hours in the school year will be _____ for middle school and high school students, _____ for elementary students, and _____ for kindergarten students, exclusive of lunchtime.
2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.
3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.
4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.
5. The board intends to strike a sensible balance between the time spent on academics and time spent on extra-curricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6004

Curriculum Development

The board of education jealously guards its right, prerogative, and discretion to exercise local control of the curriculum development of the district to the greatest extent permitted by state and federal law, and has no intention of ceding such right, prerogative, or discretion.

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

The curriculum shall be standards-driven and accountability-based. The district's academic content standards shall be those required by the Nebraska State Board of Education in the subject areas of reading and writing (language arts), mathematics, and science only. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

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

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

Curriculum and Textbook Adoption Schedule

The District will review curriculum and adopt associated textbooks on the following schedule.

SCHOOL YEAR	K-12 REVIEW	TEXTBOOK ADOPTION
	Foreign Language Fine Arts/Music	Foreign Language Fine Arts/Music
	K-12 Language Arts	6-12 Language Arts
	Math	Math
	Technology	Technology
	Science	Science
	Physical Ed/Health	Physical Ed/Health
	Foreign Language Vocational Fine Arts/Music	Foreign Language Vocational Fine Arts/Music

Adopted on: _____

Revised on: _____

Reviewed on: _____

6005

Academic Credits and Graduation

Graduation

To participate in commencement exercises or receive a Gordon-Rushville Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Gordon-Rushville Public Schools must accumulate 250 hours. The total graduation requirements must include the following core curriculum:

Language Arts - - 40 hours

English 1-3, English 4 or CP English - - 40 hours

Science - - 30 hours

Biology - - 10 hours

Physical Science or Earth Science (Science 9) - - 10 hours

Science Seminar, or Chemistry—10 hours

Physics -10

Mathematics - - 30 hours

Electives - - 20 hours

Algebra - - 10 hours

Social Science - - 40 hours

American Government - - 10 hours

American History to 1877 -- 10 hours

American History since 1877 - - 10 hours

World Studies - - 10 hours

Physical Education - - 20 hours

Health - - 5 hours (required)

9th Physical Education- 5 hours

Physical Education class-10 hours

Electives—90 hours

Including:

Art

Music

Vocational

Family and Consumer Science

Foreign Language

Language Arts

Science

Social Science

Mathematics

Adopted on: _____

Revised on: _____

Reviewed on: _____

6006
Commencement Ceremony

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) or who have received a certificate of attendance will be allowed to participate in commencement.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6010
Special Education

All children with verified disabilities who are eligible for special education services are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow state and federal law as well as the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services.

The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6011
Fire Instruction and Prevention

The school district will provide regular periods of instruction in fire danger and fire prevention, and will observe State Fire Day.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6012
Flag Display and Patriotic Observances

The district shall display the flags of the United States of America and the State of Nebraska prominently on the grounds of every school building each day that school is in session.

Each building principal shall be responsible for the care and display of the flags at his/her assigned building, and shall adhere to the rules and customs pertaining to the use and display of the flags as set forth in the United States Code.

Each day, at the time designated by the building administrator, staff shall ensure that students in grades K-12 will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Pupil participation in the recitation of pledge shall be voluntary. Pupils who elect not to participate shall sit or stand silently and must respect the rights of those students choosing to participate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6014

School Attendance on Days of Scheduled Activities

Students who are absent from school for one-half or more of the day will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6016
Homebound and Off-Campus Instruction

The school district may provide a student with instruction in his or her home or other off-campus location under the following circumstances:

- if the student's IEP or 504 team determines that homebound instruction is appropriate;
- if the student is physically or mentally ill or injured and unable to attend regular classes and the superintendent or his/her designee had determined that a program of off-campus instruction is appropriate, after conferring with the student's parents, teacher(s) and/or physician; or
- under other circumstances which the superintendent deems to be appropriate.

Homebound and off-campus instruction may include a variety of in-person and distance learning services, as determined appropriate by the superintendent or relevant educational team. The superintendent or relevant educational team shall periodically review individual off-campus instructional programs and shall only continue them as long as they are educationally appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6018 Grades

The school will report student grades and/or academic progress to parents at least four times per year. The superintendent or his/her designee shall develop and implement student grading guidelines to be used by teachers. The objective of grading guidelines shall be to quantify and report the academic achievement of each student.

Adopted on: _____

Revised on: _____

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 district's multicultural education curriculum will be consistent with the district's responsibility under state law to ensure that youth are given the opportunity to become competent, responsible, patriotic, and civil citizens. The district's civics curriculum and multicultural curriculum will work together to make students fully aware of the liberties, opportunities, and advantages we possess and the sacrifices and struggles through whose efforts these benefits were gained.

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: _____

Revised on: _____

Reviewed on: _____

6026
Emergency Dismissal

The superintendent or his/her designee is responsible for determining when school and/or extracurricular activities should be cancelled or dismissed due to severe weather or other emergency conditions. Coaches and/or sponsors may not conduct practices on days that school is cancelled without first securing the superintendent's specific permission.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6027 Field Trips

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6029

Activity Trips

Students must travel to and from all activities in the transportation provided by the school. A student may travel home from an activity with his/her parent or guardian if the activity sponsor has personally released the student to the parents' custody. Students who misbehave while on an activity trip may be subject to disciplinary consequences set forth in the board's student discipline policy. In addition to any other disciplinary consequences imposed, students who misbehave while on school-sponsored trips may be prohibited from attending future trips.

Students must comply with the board's policies on field trips as well as the student code of conduct, the extracurricular code, and all directives of a sponsor or chaperone while on activity trip.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6030
Public Appearances of School Groups

The reputation of the school district is enhanced when student groups appear at public non-school functions. Therefore, the board encourages student groups to appear at public events, subject to the following requirements:

1. Activity sponsors must secure the permission of their building principal before booking a student group at a public event.
2. Sponsors are discouraged from booking student groups to perform on more than one school night (Sunday-Thursday) per week.
3. Student groups may not perform at a political rally without permission from the superintendent and prior notice to parents.
4. The policies and rules that apply to field trips also apply to student group appearances in public.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6032
Constitution Day Education

Each year on September 17, designated as Constitution Day, the school district will conduct a program designed to highlight the historic and continuing importance of the United States Constitution. When September 17 falls on a Saturday, Sunday, or holiday, the district will provide this program during the preceding or following week.

The program shall be implemented within the guidelines of the U.S. Department of Education and in accordance with any other applicable laws and/or regulations.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6034

Concussion Awareness

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

The School District will:

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

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

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

- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

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

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

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

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

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: _____
Revised on: _____
Reviewed on: _____